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Your Name

Address, City, State, Zip code

Email:

Date:

Recipients Name

Company Name

Address, City, State, Zip code

Subject: Change of Address Request

Dear (Recipient name),

I would like to bring to your kind attention that I have relocated from my previous residence in \_\_\_\_\_. I request you to you update my new address in your records on a priority basis, as I am expecting some important correspondence in this month.

Old address:

New address:

Kindly change your records to direct all future correspondence to my new address mentioned above. Right now, there is no member at my old address to forward me the mail. So, I hope you'll help do the needful on at the earliest. It would be of great help if you can send me a confirmation once the address has been updated in your records.

Yours Sincerely,

Signature

Your Name, Title