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Your Name

Address, City, State, Zip code

Email:

Date:

Recipients Name

Company/Organization Name

Address, City, State, Pin code

Subject: Change of Address

Dear Sir/Madam,

This letter is to inform you that I am moving to a new address. I kindly request you to update your records with my new address for all future communications. Please note that my email (your email id) and contact number (your phone number) remain the same. Thank you.

Current Address:

New Address:

Your Signature

Your Name, Title