

MAIL to SELF

From,

Your Name

Address

DATE:

To,

Recipient's Name

Address

Subject: Change of Address Request

Respected Sir/Madam,

This is to bring to your kind attention that I have recently shifted my place of residence from _____ to _____. Please see to it that all communication from _____ (DATE) may be done at my new address only. I kindly request you to implement the changes as soon as possible to ensure smooth correspondence in the future.

Old Address:

New Address:

Contact Details:

I've also attached a copy of proof of address with this letter.

Thanking you,

Sincerely,

(Signature)

Your Name