

# MAIL to SELF

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Your Name

Current Address

DATE:

Recipient/Institution Name

Address

Subject: Change of Address

Respected Sir/Madam,

This is to inform that I am changing my address from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_(DATE). As I will be moving to a new address, I would kindly request you to change my address in your records as well.

My Old Address:

My New Address:

Please send all communications to my new address. Once you have updated your records, kindly send a quick confirmation regarding the same. I would be very thankful if you'll attend to my request and take prompt action for the same.

My Email id:

Mobile No:

Thank you for your prompt attention.

Yours Sincerely,

(Signature)

Your Name