

## Formal Letter Template for Address Change Notification

[Your Name]

[Your Previous Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name or Department]

[Company/Organization Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Notification of Address Change

Dear [Recipient Name/To Whom It May Concern],

I am writing to inform you of a change in my address. Please update your records accordingly to ensure continued correspondence and uninterrupted service.

**Previous Address:**

[Your Previous Address]

[City, State, ZIP Code]

**New Address:**

[Your New Address]

[City, State, ZIP Code]

**Effective Date:** [Effective Date of the Change]

Kindly make the necessary changes in your records to reflect my new address from the date mentioned above. If you require any further information or documentation, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]