

[Your Name]
[Current Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name or Property Management Company]
[Landlord's Address]
[City, State, ZIP Code]

Subject: Notification of Address Update

Dear [Landlord's Name],

I am writing to formally notify you of an update to my contact address. Kindly update your records to ensure that all future correspondence is sent to my new address as indicated below.

Current Address:

[Current Address]

New Address:

[New Address]

Effective Date of Change: [Effective Date]

Please acknowledge receipt of this address update for your records. Should you require any further information, feel free to contact me at [phone number] or [email address].

Thank you for your attention and assistance.

Sincerely,
[Your Name]