

Sample Formal Letter for Address Update in Company Records

(Replace bracketed text with your details)

[Your Name]
[Your Previous Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Designation]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request to Update Address in Company Records

Dear [Recipient's Name],

I am writing to formally notify you of a change in my residential address. Kindly update my records in the company database accordingly.

Previous Address:

[Your Previous Address]

New Address:

[Your New Address]
[City, State, Zip Code]

Please confirm once the address in my records has been updated. Should you require any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]