

# Sample Letter to HR for Permanent Address Change

Date: [Insert Date]

To,  
The Human Resources Manager  
[Company Name]  
[Company Address]

Subject: Request for Update of Permanent Address in Official Records

Dear Sir/Madam,

I am writing to formally request an update to my permanent address in the company records. Please find my details below:

- **Employee Name:** [Your Full Name]
- **Employee ID:** [Your Employee ID]
- **Department:** [Your Department]

**Current Permanent Address:**

[Your Current Address]

**New Permanent Address:**

[Your New Address]

Kindly update my records with the new address for all future communications and official correspondence. If any further information or documentation is required, please let me know.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Contact Number]  
[Your Email Address]