

Address Change Request Letter Sample for Official Documents

This sample **address change request letter** for official documents provides a clear and professional template to notify relevant authorities or organizations about your change of address. The letter includes essential details such as your previous and new addresses, effective date of the change, and a polite request to update records accordingly. Using this format helps ensure smooth communication and timely updates to official records, avoiding potential miscommunication or delays in correspondence.

Sample Address Change Request Letter

[Your Name]
[Your Contact Number]
[Your Email Address]
[Date]
[Recipient's Name/Department]
[Company/Organization Name]
[Address]
Subject: Request for Change of Address in Official Records
Dear [Recipient's Name/To Whom It May Concern],
I am writing to formally notify you of a change in my address for your records. Kindly update your records to reflect my new address as detailed below:
Previous Address:
[Old Address Line 1]
[Old Address Line 2]
[City, State, PIN/ZIP]
New Address (Effective [Effective Date]):
[New Address Line 1]
[New Address Line 2]
[City, State, PIN/ZIP]
Kindly confirm the update at your earliest convenience. If you require any additional documentation or information, please do not hesitate to contact me.
Thank you for your attention to this matter.
Sincerely,
[Your Name/Signature if sending a hard copy]