

Sample Formal Letter for Change of Address with Date Effective

Your Name

Old Address Line 1

Old Address Line 2

City, State ZIP Code

Email Address

Phone Number

Date: [Insert Date Here]

Recipient Name

Recipient Title (if applicable)

Company/Organization Name

Address Line 1

Address Line 2

City, State ZIP Code

Subject: Change of Address Notification

Dear [Recipient Name],

I am writing to formally notify you of my change of address. Please update your records to reflect my new contact details, effective from **[Effective Date]**.

Previous Address:

[Old Address Line 1]

[Old Address Line 2]

[City, State ZIP Code]

New Address (Effective [Effective Date]):

[New Address Line 1]

[New Address Line 2]

[City, State ZIP Code]

Kindly ensure that all correspondence is directed to my new address from the above-mentioned date. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]