

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]