

[Your Name]

[Your Relationship to the Student, e.g., Parent/Guardian]

[Your Phone Number]

[Your Email Address]

[Date]

[Principal's Name]

[School Name]

[School Address]

Subject: Change of Home Address Notification for Student Records

Dear [Principal's Name],

I am writing to formally inform you of a change in our home address for my child, **[Student's Full Name]**, who is currently enrolled in **[Grade/Class]** at your esteemed institution.

Previous Address:

[Old Full Address]

New Address:

[New Full Address]

This change of address will take effect from **[Effective Date]**. Kindly update your records accordingly to ensure all future correspondence and important notifications are sent to our new address.

Please let me know if you require any additional information or supporting documents regarding this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature if submitting a printed letter]