

LETTER FOR CHANGING ADDRESS

DATE

[Recipient's Name/organization]

[Recipient's Street Address]

[Recipient's City, State, and Zip Code]

Re: Change of Address

Dear [Recipient's last name]

This is to inform you that I/We have changed our address effective on [date].

Kindly change the address information in your records and send all future communications to my/our new address.

Old Address:

{Old Street Address}

{City, State, Zip Code}

Our New Address is:

{Your name or business name}

{New Address}

{City, State, Zip Code}

Thanks for your understanding regarding this matter.

Sincerely

[signature]

[Printed name]