**CHANGE OF ADDRESS LETTER**

Today’s Date

Name of Bank, Utility Company or other

Address

City, State, Zip Code

**Re:** Change of Address Account Number if Applicable

Dear Sir/Madam,

This letter is to notify you that I am moving to a new place of residence on Date. Therefore, please change the information in your records and send all future communications to my new address. Thank you.

**Current Address:**

Current Address Of Sender

City, State, Zip Code

**New Address:**

New Address of Sender

City, State, Zip Code

Once your records are updated, please send me a quick confirmation to let me know. Both my cell phone number (555) 348-2311 and my email Name@email.comwill remain the same.

Thank you for your prompt attention to this matter.

Signature of Sender

Name of Sender

Current Address of Sender

City, State, Zip Code