**CHANGE OF ADDRESS LETTER**

**[Your Name]**

**[Address, City, State, Zip code]**

**[Email]**

**[Todays Date]**

**[Recipients Name]**

**[Company Name]**

**[Address, City, State, Zip code]**

**Subject:** Change of Address Request

Dear **[Recipient name],**

The intent of this letter is to bring to your notice the change of my residential address. Please take note of my request to make the changes in my address. If you have any doubts regarding this, please do not hesitate to let me know.’

I request you to make the changes in my address at the earliest and send all my correspondence on my new address. Please notify me once my new address is upgraded in your records.

**[Old address]**

**[New address]**

Thanking you,

Yours Sincerely,

**[Signature]**

**[Your Name]**

**[Contact No.]**