**CHANGE OF ADDRESS LETTER**

**[Your Name]**

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

**[Email]**

**[Todays Date]**

**[Recipients Name]**

**[Company Name]**

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

**Subject:** Requesting change of address in records

Dear **[Recipient name],**

I am writing this to inform you that I have permanently moved from my old apartment to a new place. Please make note of the same and send all future correspondences to my new address. With this letter, I am also enclosing an address proof for verification purposes.

**[My New Address]**

Please send me a confirmation once you have made the changes in your records. I hope you’ll take note of my request and bring it into effect as soon as possible.

Thanks in advance

Sincerely,

**[Signature]**

**[Your Name]**

**[Contact No.]**