**CHANGE OF ADDRESS LETTER**

**[Your Name]**

**[Current Address]**

**[Email]**

**[Todays Date]**

**[Recipients Name]**

**[Company Name]**

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

**Subject:** Change of Address

Dear **[Recipient name]**

This is to inform that I am changing my address from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[Date].** As I will be moving to a new address, I would kindly request you to change my address in your records as well.

**[My Old Address]**

**[My New Address]**

Please send all communications to my new address. Once you have updated your records, kindly send a quick confirmation regarding the same. I would be very thankful if you’ll attend to my request and take prompt action for the same.

Thank you for your prompt attention.

Yours Sincerely,

**[Signature]**

**[Your Name]**

**[My Email id]**

**[Mobile No]**