**CHANGE OF ADDRESS LETTER**

**[Your Name]**

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

**[Email]**

**[Today’s date]**

**[Recipients Name]**

**[Company Name]**

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

**Subject:** Requesting change of address

Dear Mr. Moneypenny

This is to bring to your notice that we have changed our residence recently and would request you to modify our address in your records. We recently shift to a new house and want to receive our all documents to a new address only.

The address that is mentioned in the letter is our new address. All communication henceforth may kindly be addressed in that address only. Please try to change it soon so that we will not miss any relevant documents.

Thanking you,

Yours sincerely,

**[Signature]**

Uma Thruman

**[Contact No.]**