

To,

Recipient/Company Name

Address:

DATE:

From,

Your Name

Address:

Subject: Requesting change of address in records

Respected Sir/Madam,

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:

Contact No.

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