

Dear (Name of the Recipient),

I am writing this letter to inform you regarding the change of my address. I have changed my residence recently and would request you to modify my address in your records. As I have shifted to my new residence, I kindly request you to send all my documents to my new address.

Please make the changes as soon as possible, so I do not miss out any important documents.

Old Address:

New Address:

Thank you

Yours Sincerely,

Signature

Your Name