

MAIL to SELF

From,

Your Name

Title

DATE:

To,

Recipient's Name

Address

SUBJECT: Request for Change of Address

Dear (Recipient's Name),

The intent of this letter is to bring to your notice the change of my residential address. Please take note of my request to make the changes in my address. If you have any doubts regarding this, please do not hesitate to let me know.

I request you to make the changes in my address at the earliest and send all my correspondence on my new address. Please notify me once my new address is upgraded in your records.

Old Address:

New Address:

Contact No.

Thanking you,

Yours Sincerely,

Your Name