



---

To,

Name of Recipient

DATE:

From,

Your Name

SUBJECT: Requesting Change of Address

Dear (Name of Recipient),

This is to bring to your kind attention that due to personal reasons, I have changed my residence. I kindly request you to make the changes in your records and update it with my new address.

Old Address:

New Address:

I would be extremely grateful if you could take note of my request at the earliest, as I am expecting an important package this month.

Thanks for your consideration!

Yours Sincerely,

Your Name