

To,

Recipient's Name/Title

Address

DATE:

Subject: Request for Change of Address

Respected Sir/Madam,

I am writing this to inform you that I have recently relocated to (New Area Name) from my residence in (Previous Area Name). I request you to update my address in your records and send any further correspondence to the address given below:

New Address:

Contact No.

I humbly request you to make the address change in your records with immediate effect.

Thanks for your consideration

Sincerely,

Your Name