

MAIL to SELF

To,

Recipient's Name

Address:

Respected Mr./Ms _____ ,

Please be advised that I have relocated to a new home and my mailing address has changed. My new mailing address is effective from _____ (DATE). Therefore, I kindly request you to update your records with my new address for all future correspondence.

Old Address:

My New Address is:

Kindly send me a confirmation once your records have been updated my new address details. I am expecting some important documents at my address, so your help would truly mean a lot!

Thanks in advance!

Sincerely,

Your Name