

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to follow up now that we have officially completed our move to [New City/Location]. We have been in our new home for [Number] weeks, and we are slowly getting settled into the new routine.

The moving process went [smoothly/well], and we are currently busy unpacking the last of the boxes and exploring the neighborhood. We are particularly enjoying [Specific detail about the new area, e.g., the local parks/the shorter commute].

I also wanted to take this opportunity to ensure that all final matters regarding our previous location have been settled. Please let me know if there are any outstanding documents, final utility readings, or administrative tasks that require my attention.

Thank you again for your assistance during this transition. We look forward to staying in touch. Please note my updated contact information provided at the top of this letter for your records.

Sincerely,

[Your Signature]

[Your Printed Name]