

[Date]

[Recipient Name]

[New Property Address]

[City, State, Zip Code]

Dear [Recipient Name],

Congratulations once again on the successful closing of your new home! Now that you are settling in, we wanted to provide a quick reminder regarding the update of your mailing address.

To ensure a smooth transition, please remember to notify the following entities of your move:

- **Government Agencies:** USPS (Mail Forwarding), DMV, and the IRS.
- **Financial Institutions:** Banks, credit card companies, and investment firms.
- **Insurance Providers:** Health, life, and auto insurance companies.
- **Utilities:** Electricity, water, gas, internet, and trash services.
- **Subscriptions:** Magazines, streaming services, and online shopping accounts.
- **Personal Contacts:** Family, friends, and employers.

If you have any questions regarding your closing documents or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]