

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

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Notification of Change of Address - Account/Order #[Your Number]

Dear [Recipient Name],

I am writing to formally notify you that I have recently moved and my contact information has changed. Please update your records to reflect my new mailing address for all future correspondence, billing, and deliveries related to my recent purchase.

Previous Address:

[Old Street Address]
[Old City, State, Zip Code]

New Address (Effective Immediately):

[New Street Address]
[New City, State, Zip Code]

Please ensure that any outstanding shipments or documentation regarding my recent order of [Product/Service Name] are directed to this new address. My phone number and email address remain the same.

Please confirm once your records have been updated. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]