

[Current Date]

[Client Name]

[Current Address]

[City, State, Zip Code]

Subject: Reminder: Update Your Address for Your Upcoming Move

Dear [Client Name],

As your move-in date for [Property Address] approaches, I wanted to send a quick reminder to update your mailing address to ensure a smooth transition.

Please remember to notify the following entities of your change of address:

- United States Postal Service (Change of Address Form)
- Utility Companies (Electricity, Water, Gas, Trash)
- Internet, Cable, and Phone Providers
- Insurance Companies (Home, Auto, Life)
- Banks and Financial Institutions
- Employer and HR Department
- Department of Motor Vehicles (Driver's License and Registration)
- Subscription Services and Online Shopping Accounts

If you have any questions regarding your new home or need local recommendations for services, please feel free to reach out.

Congratulations again on your new home!

Best regards,

[Your Name]

[Your Real Estate Agency]

[Your Phone Number]

[Your Email Address]