

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

[Date]

[Recipient Name or "Current Occupant"]
[Old Property Address]
[City, State, Zip Code]

Re: Mail Forwarding for [Your Name]

Dear Resident,

I am the previous owner/tenant of the property located at [Old Property Address], which recently closed on [Closing Date].

While I have filed an official change of address with the Postal Service, some items may still be delivered to my former address during this transition period. If you receive any mail addressed to me, I kindly ask that you do one of the following:

- Forward the mail to my new address: **[Your New Address]**
- Mark the envelope as "Forward to New Address" or "Moved" and place it back in the outgoing mail.
- Contact me at [Your Phone Number] so that I may arrange to pick it up.

Thank you for your cooperation and for your help during my move. I apologize for any inconvenience this may cause.

Sincerely,

[Your Signature]

[Your Printed Name]