

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

[Date]

Subject: NOTICE OF ADDRESS CHANGE - Effective [Closing Date]

To whom it may concern,

This letter is to formally notify you that I will be moving due to a property closing. Please update your records to reflect my new billing and mailing address effective [Date].

Current Address:

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

New Address:

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

Please ensure that all future correspondence, invoices, and statements are sent to the new address listed above starting from the effective date. If there are any outstanding actions required to finalize this update, please let me know at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Account Information:

Account Number: [Your Account Number]
Last 4 digits of SSN (if required): [XXXX]