

[Your Name]
[Your Old Address]
[City, State, Zip Code]
[Date]

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

Subject: Reminder: Notice of Change of Address

Dear [Recipient Name],

This is a formal reminder regarding the change of address for [Your Name / Company Name]. Our records indicate that you may still be sending correspondence to our previous location.

Please update your records to ensure all future mail, invoices, and communications are sent to our new address effective [Date of Move]:

New Address:

[New Street Address]
[Suite/Apartment Number]
[City, State, Zip Code]

Our phone numbers and email addresses remain unchanged. Please confirm once you have updated your system to prevent any delays in communication.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]