

[Your Name]
[Phone Number]
[Email Address]

[Date]

[Name of Recipient/Escrow Agent/Closing Attorney]
[Company Name]
[Company Address]

RE: Address Forwarding for Property Closing

Property Address: [Address of property being sold/closed]

To Whom It May Concern,

Regarding the upcoming closing of the property mentioned above, please be advised of my new forwarding address for all future correspondence, tax documents, and any remaining escrow refunds:

New Forwarding Address:

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

Please update your records to ensure that all final documents, including the 1099-S form and any post-closing adjustments, are sent to this new location. This change is effective as of [Effective Date].

If you require any further information or have questions regarding this request, please contact me at the phone number or email address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]