

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

[Recipient Name or Company Name]
[Department, if applicable]
[Street Address]
[City, State, Zip Code]

Subject: Notice of Change of Address

Dear [Contact Person Name],

I am writing to formally notify you that I have recently sold my property located at [Former Property Address] and have relocated to a new residence.

Please update your records to reflect my new contact information effective immediately:

New Address:

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

Please ensure that all future correspondence, billing statements, and notices are sent to this new address. If there are any outstanding actions required regarding the closing of my account at the previous location, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

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