

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

[Date]

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

Dear [Recipient Name],

I am writing to share some exciting news! I have officially relocated and am now settled into my new hometown of [New City/Town Name].

As I get to know this wonderful community, I wanted to reach out and provide you with my updated contact information. My new mailing address is listed at the top of this letter.

I have truly enjoyed my time in [Previous City/Town Name], but I am looking forward to this new chapter and all the opportunities [New City/Town Name] has to offer. If you are ever in the area, please let me know-I would love to catch up and show you around my new neighborhood.

Please update your records accordingly. I look forward to staying in touch!

Best regards,

[Your Signature]

[Your Printed Name]