

[Founder Name]

[Founder Title/Position]

[Company Name (if applicable)]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Recipient Name/Entity

[Department, if applicable]

[Street Address]

[City, State, Zip Code]

Re: Notice of Address for Service of Process and Official Correspondence

To Whom It May Concern,

Please be advised that I, [Founder Name], am acting as an unrepresented individual founder. For the purposes of any formal notices, legal service of process, or official correspondence, my designated mailing address is as follows:

[Founder Name]

[Street Address or P.O. Box]

[City, State, Zip Code]

Please update your records to ensure all future communications are directed to this address. Any prior addresses on file should be considered inactive for the purpose of official notice.

Sincerely,

[Signature]

[Founder Name]