**<Your name>**   
<Your address>

<Date>

**<Recipient name>**   
<Recipient address>

**Re: Change of Address**

I am writing to notify you of a change in address effective immediately. Please update the address you have on file and send any future correspondence to the new address below.  
  
**Former address:**

<Former address>

**New address:**

<New address>

I would be grateful if you could please confirm by email to <Your email address> once you have received this letter and updated your records.

Thank you for your attention to this matter.

Yours faithfully,

<Your name>