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**Change of Address Letter Template**

[Your Name]  
[Your Current Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient’s Name or “To Whom It May Concern”]  
[Recipient’s Title/Organization]  
[Recipient’s Address]  
[City, State, ZIP Code]

**Subject: Change of Address Notification**

Dear [Recipient’s Name],

I am writing to inform you of my recent change of address. Please update your records accordingly to ensure that all future correspondence, mail, and deliveries are directed to my new residence.

**New Address:**  
[Your New Street Address]  
[City, State, ZIP Code]

This change will take effect on **[Effective Date]**. I kindly request that you update your records at the earliest convenience to avoid any disruption in communication or delivery of important documents.

Should you need to reach me during this transition, my phone number and email address will remain the same. Please feel free to contact me if you have any questions regarding this update.

Thank you for your prompt attention to this matter. I appreciate your cooperation in ensuring a smooth transition.

Sincerely,  
[Your Full Name]

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**Change of Address Letter**

**Michael J. Thompson**  
1258 Willowbrook Drive  
Springfield, IL 62704  
michael.thompson@email.com  
(217) 555-3489  
April 15, 2055

Customer Service Department  
Midwest Bank & Trust  
300 Main Street  
Springfield, IL 62701

**Subject: Change of Address Notification**

Dear Customer Service,

I am writing to inform you of my recent change of address. Please update your records accordingly to ensure that all future correspondence, mail, and deliveries are directed to my new residence.

**New Address:**  
4829 Pine Ridge Lane  
Bloomington, IL 61704

This change will take effect on **May 1, 2055**. I kindly request that you update your records at the earliest convenience to avoid any disruption in communication or delivery of important documents.

My phone number and email address will remain the same during this transition. Please feel free to contact me if you have any questions regarding this update.

Thank you for your prompt attention to this matter. I appreciate your cooperation in ensuring a smooth transition.

Sincerely,  
Michael J. Thompson



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