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RE: Change of Address

Dear Sir or Madam,

I am sending you this letter to notify you of a change in my mailing address.

My current address in your system is:

_____

The new address, which will be effective as of _____, is:

_____

Please send any correspondence expected to reach me on or after _____ to this new address. Once the records are updated, please send a quick confirmation to let me know. You can reach me at _____. Thank you for your prompt attention to this matter.

Please contact me if you have any questions or need additional information.

Best,

.....

_____