

YOUR NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line
City, State Zip Code

Re: Change of Address

Dear Name:

Just wanted to let you know that I have moved. My new address is Enter New Address.

I look forward to hearing from you soon.

Sincerely,