

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

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Notice of Change of Address – Awaiting Refund

Dear :

I wanted to inform you that my address has changed. Please mail my refund to the return address listed above.

Sincerely,

N A M E