**​Sample 1 - Letter for Change of Address**  
Name of Sender  
Current Address of Sender  
City, State, Zip Code  
  
DATE  
  
Name of Bank, Utility Company or other  
Address  
City, State, Zip Code  
  
Re: Change of Address (Account Number if Applicable)  
  
Dear Sir/Madam,  
  
This letter is to notify you that I am moving to a new place of residence on DATE. Therefore, please change the information in your records and send all future communications to my new address. Thank you.   
  
**Current Address:**  
Current Address of Sender  
City, State, Zip Code  
  
**New Address:**  
New Address of Sender  
City, State, Zip Code  
  
Once your records are updated, please send me a quick confirmation to let me know. Both my cell phone number [(555) 348-2311] and my email [name@email.com] will remain the same.   
  
Thank you for your prompt attention to this matter.   
  
Signature of Sender  
Sender’s Name Printed