**​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