

Change Of Address Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Change of Address Confirmation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm the recent change of address that I have made with your records. I am excited to inform you that I have relocated to a new address, and I would appreciate your assistance in updating your records accordingly.

Here are the details of my new address:

New Address:

[Your New Address]

[City, State, ZIP Code]

Effective Date of Change: [Date of Address Change]

I kindly request you to make the necessary changes in your database and ensure that all future correspondence, bills, and communications are directed to my new address. It is important to me that we maintain seamless communication during this transition period.

Furthermore, if there are any forms or documents that require my signature to complete this change of address process, please do not hesitate to send them my way. I am committed to providing any necessary information to facilitate this update.

I understand that these changes may take some time to reflect in your systems, and I appreciate your prompt attention to this matter. If you have any questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and assistance in ensuring a smooth change of address process. I look forward to continuing our positive relationship at my new location.

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosure: [Any Necessary Documentation or Forms]

[Optional: P.S. - Please acknowledge this change of address at your earliest convenience to confirm the update in your records. Thank you once again.]

****Note:**** This is a generic template for a change of address confirmation letter. Please tailor the letter to your specific situation, including the correct names, addresses, and any other relevant details. If this letter is being sent to a business or organization, make sure to use the appropriate department and contact information.