## Warm and personal confirmation

Dear [Recipient Name],

We are pleased to inform you that your address has been updated successfully in our system. Your new address is:

[New Address]

We appreciate your prompt notification and value your continued relationship with us. Should you need any assistance, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Company/Organization Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/change-of-address-confirmation-letter