

Friendly, casual email or message

Hi [Recipient Name],

Just a quick note to let you know weâ€™ve updated your address in our system. Your new address is:

[New Address]

If everything looks good, no further action is needed. Thanks for keeping us updated!

Cheers,

[Your Name]

[Company Name]

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