

Official and formal letter for legal or institutional use

Dear [Recipient Name],

This letter serves as official confirmation that your address has been updated in our records as per your request. The updated address is:

[New Address]

This change will be effective immediately for all communications and correspondence. Kindly retain this letter for your records.

Sincerely,

[Your Name]

[Position]

[Company/Organization Name]

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