Provisional Letter

Dear [Recipient Name],

This is to provisionally inform you of a change in my mailing address to [New Address]. Please note that official confirmation documents will follow shortly.

Kindly update your records temporarily until you receive the official documents.

Thank you for your understanding.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/name-or-address-change-request-letter