**[Your Name]**
**[Your Current Address]**
**[City, County, Postcode]**
**[Date]**

**[Recipient’s Name]**
**[Recipient’s Address]**
**[City, County, Postcode]**

**Subject: Change of Address Notification**

Dear **[Recipient]**,

I would wish to formally notify you of my address change. As of (date), my new address is going to be:

**[New Address]**
**[City, County, Postcode]**

Please update your records to include my change of address. Should you require further information, don’t hesitate to contact me at (email/phone number).

**Best regards,**
**[Your Name]**