**[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]**