

CHANGE OF ADDRESS LETTER

Sender's Full Name: _____

Old Address: _____

New Address: _____

To Whom It May Concern,

I am writing to formally notify you of my change of address. Please update your records to reflect my new address as detailed above. This change is effective immediately and applies to all correspondence, billing, and any other communications related to my accounts and services.

Kindly confirm receipt of this notification and update your databases accordingly to ensure that all future correspondence is sent to my new address. If you require any additional information or documentation to process this change, please do not hesitate to contact me at the phone number or email address associated with my account.

Thank you for your prompt attention to this matter. I appreciate your cooperation and assistance in updating my contact information.

Legal and Compliance Notice:

This Change of Address Letter serves as a formal notification for updating contact details and is intended to be legally binding and enforceable under United States law. Failure to update the address as requested may result in misdirected communications, delays, or other adverse consequences for which the notifying party shall not be held liable. The recipient acknowledges the obligation to process this notification in a timely and accurate manner. This document does not grant any rights beyond the scope of address update and does not alter any existing contractual agreements unless explicitly stated in additional correspondence.

Recipient Information:

Recipient Name / Company: _____

Recipient Address: _____

Contact Phone / Email: _____

SENDER'S SIGNATURE

DATE

Signature: _____

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