

Sample 1 - Letter for Change of Address

Name of Sender

Current Address of Sender

City, State, Zip Code

DATE

Name of Bank, Utility Company or other

Address

City, State, Zip Code

Re: Change of Address (Account Number if Applicable)

Dear Sir/Madam,

This letter is to notify you that I am moving to a new place of residence on DATE. Therefore, please change the information in your records and send all future communications to my new address. Thank you.

Current Address:

Current Address of Sender

City, State, Zip Code

New Address:

New Address of Sender

City, State, Zip Code

Once your records are updated, please send me a quick confirmation to let me know. Both my cell phone number [(555) 348-2311] and my email [name@email.com] will remain the same.

Thank you for your prompt attention to this matter.

Signature of Sender

Sender's Name Printed

Sample Letter Informing Change Email Address

Lars Ericson



Sample Letter Informing Change Email Address:

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