

CHANGE OF ADDRESS LETTER

From: _____

Full Name: _____

Previous Address: _____

Contact Number: _____

To: _____

Organisation / Recipient Name: _____

Department (if applicable): _____

Subject: Notification of Change of Address

Dear Sir or Madam, I am writing to formally notify you of my change of address. Please update your records accordingly to ensure all future correspondence is sent to my new address. My previous address was as stated above, and my new address details are as follows:

New Address: _____

Please update your records to reflect this change with immediate effect. I confirm that all information provided is accurate and complete to the best of my knowledge. Please confirm receipt of this notification and update your records accordingly. Should you require any further information or documentation to process this change, please do not hesitate to contact me at the above contact number. I appreciate your prompt attention to this matter. Yours faithfully,

Signature: _____

Printed Name: _____

Date: _____

Sender's Signature

Witness Signature

Signature: _____

Signature: _____

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