Change of address letter

Sender

Full name

New full address

Telephone

E-mail address

Recipient

Name of the organisation or department you are writing to

Recipient's address

Place

Date

Subject: change of my postal address

Dear Sir or Madam,

I am writing to inform you that I have moved. Please use my new address, shown in the heading of this letter, for all post and communications from now on.

Previous full address

Date the change takes effect

Reference: customer, contract or file number

Please update my details on your records and confirm in writing or by email that the change has been made.

Organisations to notify

Organisation or department	Reference	Date sent

Thank you for your help. I can be reached at the details above if you need anything further.

Yours faithfully,

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method

Signature

Name in full