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 is to inform you that I am changing my address as I am moving to a new residence on DATE. I would like you to change my address on your records and send any communications to the new address.  
  
My current address is above and my new address is:  
  
New Address  
City, State, Zip Code  
  
Please send me confirmation that you have changed my address on your records. My email [Name@email.com] and my mobile phone number [555-123-4567] will not change.   
  
Thank you for attending to this matter immediately.  
  
Signature of Sender  
Sender’s Name Printed