Letter For Change Of Address (Individual)

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

A letter to customers does not need to be formal, but it should be short and clear.