

[Your Name]  
[Current Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Company/Organization Name]  
[Department]  
[Address]

Subject: Notice of International Relocation and Change of Contact Information

Dear [Recipient Name],

I am writing to formally notify you that I will be relocating internationally on [Date of Relocation]. As a result, my contact details and mailing address will change effective [Effective Date].

Please update your records with my new information provided below:

**New Physical Address:**

[Street Address]  
[City, State/Province, Postal Code]  
[Country]

**New Phone Number:** [New International Phone Number]

**Email Address:** [Email Address - specify if changed or staying the same]

Please ensure that all future correspondence, billing statements, or official documents are directed to this new address. If there are any specific forms I need to complete or additional steps I must take to finalize this update, please let me know at your earliest convenience.

Thank you for your assistance in updating my account information.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Account Number, if applicable]