

[Current Date]

[Recipient Name or Department]

[Organization Name]

[Street Address]

[City, State, Zip Code]

Subject: Verification of Address Change Due to Relocation

To Whom It May Concern,

This letter is to formally verify that [Name of Individual] has relocated. Please update your records to reflect the new primary address provided below, effective as of [Date].

Former Address:

[Street Address]

[City, State, Zip Code]

New Address:

[Street Address]

[City, State, Zip Code]

This relocation is due to [Reason, e.g., corporate transfer / personal move]. We kindly request that all future correspondence, billing, and legal notices be directed to the new address listed above.

If you require any additional documentation or have questions regarding this change, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position, if applicable]