

## Sample - Letter for Change of Address

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

# Sample Letter Informing Change Email Address

**Mr. Rohit Manglik**



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