

Address Amendment Notification

Dear [Recipient Name],

We would like to inform you that our address has been updated effective immediately. Please update your records to reflect our new address as shown below:

Previous Address	New Address
[Enter Old Address]	[Enter New Address]

Kindly ensure all future correspondence is sent to our new address.

Should you have any questions, please feel free to contact us.

Acknowledged by:

Date:

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company]