Notice of Address Change Letter

This package contains:

1. Instructions & Checklist for Notice of Address Change Letter
2. Notice of Address Change Letter
Instructions & Checklist for Notice of Address Change Letter

☐ This package contains (1) Instructions & Checklist for Notice of Address Change Letter; and (2) Notice of Address Change Letter;

☐ This form is designed to assist you in drafting a letter notifying recipients of your address change.

☐ Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

☐ Be sure to sign the letter and to make a copy before sending it out.

☐ Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.

☐ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

☐ These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

☐ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.
May 31, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State  ZIP Code]

Dear [Name of Recipient]:

Please be advised that we have moved and that we now have a new mailing address. Please update your records. Our old address was:

[Old Street Address]
[City, State  ZIP Code]
[phone number - optional]

Our NEW ADDRESS is:

[New Street Address]
[City, State  ZIP Code]
[phone number - optional]

[Optional, if applicable add, otherwise delete: Please note that our account number is: _________]

Thanks in advance. Please do not hesitate to contact us if you have any questions.

Sincerely,

[Your Name]
[Title if any or delete if none]