
Change of Address Letter to Post Office

[Your Name]

[Old Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Postmaster

[Local Post Office Name]

[Post Office Address]

[City, State, ZIP Code]

Subject: Request for Change of Address

Dear Postmaster,

I am writing to request an update of my address on record with your office. Effective from [Effective Date], I have moved to a new address, and I wish to have my mail forwarded to the new location.

Old Address:

[Old Address]

[City, State, ZIP Code]

New Address:

[New Address]

[City, State, ZIP Code]

I would appreciate your prompt assistance in ensuring that all my mail is forwarded to the new address from the specified date. If you need any additional documentation or verification, please contact me at [Phone Number] or [Email Address].

Thank you for your attention and support.

Sincerely,

[Your Name]