**Sample letter Format for Address Change**

**Date**: \_\_\_\_\_\_\_\_\_\_

**Subject**: Letter for address changes

Here by I want to bring to your notice that I have recently shifted my residence and I would like to change my current address. Please find my address details below:   
  
**Name**: Mr. XYZ  
**Previous Address**:   
Flat no. 266, ABC apartments,

ABC City, Phase 1  
  
  
**New Address**:   
 Block no2, Gali no 4,   
Shanti Apartments,  
 XBC,  
  
In reference support of my address changes  
  
My recent electricity bill is also attached here with to stand as a proof for my change of address.  
  
I have submitted all the essential documents for further needs and kindly request you to change my address on file.

**Sincerely**,

Mr.XYZ