**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