

# Address Transfer Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Designation/Department]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Address Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an address transfer within the [Company/Organization Name]. I have recently moved to a new residence, and I kindly ask for your assistance in updating my official address in the company records.

My current details are as follows:

Employee Name: [Your Full Name]

Employee ID: [Your Employee ID]

Current Address: [Your Current Address]

New Address:

[Your New Address]

Effective Date of Address Transfer: [Effective Date]

I understand the importance of maintaining accurate records, and I want to ensure that all official communications and documents are sent to the correct address. To facilitate the process, I have

attached proof of my new residence, such as a utility bill or any other relevant document, confirming my new address.

I request you to kindly update my contact information in the HR database, as well as in any other relevant systems, so that I may continue to receive essential communications and benefits without interruption. Additionally, I will be notifying the concerned departments and colleagues about this address change.

If there are any specific forms or procedures that I need to follow for this address transfer, kindly let me know, and I will promptly fulfill the requirements.

Thank you for your prompt attention to this matter. I sincerely appreciate your cooperation and assistance in ensuring a smooth address transfer process.

Please feel free to contact me if you need any further information or documentation. I can be reached at [Your Phone Number] or [Your Email Address].

Looking forward to a positive response.

Sincerely,

[Your Full Name]

[Your Employee ID]

[Your Signature if a physical letter]

[Enclosures: List any documents attached, if applicable]