Your current sender address

Recipient address

Place and date of the letter

Change of my correspondence address

Customer or contract number

Dear Sir or Madam,

Please record the new correspondence address for my contract stated above with effect from the date stated below.

Valid from

Previous address

New address

Please send future letters and bills to this address and confirm the change. This letter concerns the correspondence address only; I am not ordering a change of supply point with it.

Yours faithfully,

Your name