

{#Date}

Dear {First Name},

Just a note to let you know I'm moving! Yes, I'll be relocating to {#Place#} by the end of {#Month#}.  
My new address will be

{#Street Address#}  
{#City, State, Zip#}

I won't know my phone number for a while, so as soon as I get one I'll call you. As hectic as packing and moving is, I'm looking forward to a change. I'll be in touch soon.

Yours,

{#Username}