(On the new letterhead)

Date:

Membership Department,

Indian Film & Television Producers Council,

1201, Lotus Trade Centre,

New Link Road, Andheri- west,

Mumbai 400053.

**Re: Change of Address**

Dear Sir,  
  
This letter is to notify you that I/we am/are moving to a new address from\_\_\_\_\_\_\_( DATE).

Therefore, please change the information in your records and send all future communications to my/our new address.

**Current Address:**  
  
**New Address:**

Once your records are updated, please send a quick confirmation. Both my cell phone number [(555) 348-2311] and my email [name@email.com] will remain the same.   
  
Thank you

**For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature