

Example Letters to Send to Family & Friends

Below are 2 templates to use to send to family and friends informing them of your new address. The 1st is in an email format, and the 2nd is in a USPS mailing format. Feel free to use these templates to inform your loved ones of your new address:

Option 1: Friendly Email Blast Template

Subject: We've Moved & Have a New Address

Hello Family and Friends,

We are incredibly excited to share some wonderful news with you! We have officially packed up our boxes, taped up the final cartons, and moved into our new home. While the moving process always keeps us on our toes, we are settling in beautifully and already making unforgettable memories.

Please update your address books, contact cards, and future holiday lists! Our new permanent mailing address is:

[Your Name / The Family Name]

[New Address]

Our phone numbers and email addresses remain exactly the same, so please feel free to text, call, or drop a line anytime. Once we get the final boxes unpacked and things are feeling a bit more orderly, we would absolutely love to have you over to visit and celebrate this new milestone with us.

If you are ever in the neighborhood, our door is always open!

Warmly,

[Your Name(s)] [Your Phone Number / Contact Info optional]

Option 2: Traditional USPS Letter/Postcard Style Template

[Date]

To Our Dear Family and Friends,

We are thrilled to share a brand-new chapter with you! We have officially moved into our new home. The packing tape has settled, the boxes are slowly being emptied, and we are already starting to feel completely at home.

Please take a moment to update your address books and contact records. From this point forward, our mailing address is:

[Your Name / The Family Name]

[New Address]

Our phone numbers and email addresses haven't changed, so reaching out remains as easy as ever. We are incredibly grateful for your love and support throughout this journey, and we cannot wait to welcome you through our new front door very soon.

If your travels bring you to our area, please let us know—we would love to show you around!

With love and warmth,

[Your Name(s)]