

Write a letter to the Postmaster of your locality

Write a letter to the Postmaster of your locality informing him about change of your address.

C-1/132, Janak Puri,
New Delhi,
11th, March, 20....

The Postmaster,
Model Town,
Delhi.

Dear Sir,

I want to bring to your kind notice that, I have shifted from K-42, Model Town to C-1/132, Janak Puri. Actually I had shift in such a hurry that I could not inform my friends and relatives of the change of my address. They might write to me at my old address.

I, therefore, request you to redirect all my mail at my new address. In the mean time I shall inform my friends and relatives of the change in my address.

Yours faithfully,
G.C. Vats

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