

2. Write a letter to the Postmaster, Nawanshahar, informing him of the change of your address. You are Sunderpreet, G-15, Gupta Colony, Phillaur.

Hints

- have shifted to new premises
- new address
- request for redirecting letters

Space for Answer

G-15, Gupta Colony
Phillaur

13 May, 2021

The Postmaster
Nawanshahar

Sir

Subject - Change of Address

This is to inform that I wanted to change the address as we will be shifting to new premises. Please change it to R-9, Bose Colony, Jabalpur. Please send the upcoming letter & post to this address.

Kindly Advise when to come to the office for proof.

Yours faithfully,
Sunderpreet