

SPEAK CHANGE OF ADDRESS FORM

[Your Name]
[Street Address]
[City, ST ZIP Code]

Niki Rodriguez
Administrative Assistant I
Seven Counties Services Inc.
3717 Taylorsville Road
Louisville, KY 40220

ATT SPEAK:

This letter is to inform you that I have a new mailing address. Please update your records to replace my previous address:

[Name]
[Previous Address]
[City, ST ZIP Code]

with the following **new** address:

[Name]
[New Address]
[City, ST ZIP Code]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]