

DATE: _____

State Case Registry
Contract Services Section
MC0565S
P.O. Box 12017
Austin, TX 78711-2017

[COURT], [COUNTY}
[STREET ADDRESS]
[FLOOR]
[CITY], TX][ZIP CODE]

RE: Cause No. [NUMBER]
OAG No. [OAG NUMBER]
In the Interest of {CHILDREN'S LAST NAME]

To Whom It May Concern:

Pursuant to the [NAME OF ORDER], I am hereby providing notice of the changes to [INFORMATION TO BE CHANGED]. Effective on [DATE OF CHANGE], my new information is as follows:

Current Residence Address:
Mailing Address:
Home Telephone Number:
Name of Employer:
Address of Employment:
Driver's License Number:
Work Telephone Number:

Thank you for your attention to this matter.

Sincerely,

[NAME OF CLIENT]

cc: [NAME OF OPPOSING PARTY][Method of Delivery]
[NAME OF JUDGE, COURT] [Method of Delivery]