



## Contact/Information Change Request

Date: \_\_\_\_\_

Georgia Community Management, Inc.  
P.O. Box 2750  
Loganville, GA 30052

Dear GCM,

I live in \_\_\_\_\_ HOA. This letter is to inform you that I have a new mailing address. Please update your records to replace my current address:

Name: \_\_\_\_\_

Current address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

With the following new address:

Name: \_\_\_\_\_

New address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_