Mail forwarding and contacts checklist

Reduce missed mail after moving.

Three steps

1. List essential senders
2. Use official channels
3. Confirm successful changes

A worked example

Sender	Employer
Update method	Secure portal
Deadline	Dec 1
Confirmed	No

The employer update remains outstanding.

Keep addresses private.

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Use one row per item or decision. Start with what you know.

Sender	Update method	Deadline	Confirmed

My next action / when