

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, ZIP Code]
Subject: Proof of Address

Dear [Bank Manager's Name or "To Whom It May Concern"],
I am writing to provide proof of my address as requested for my bank account.

My details are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Address: [Your Full Address]

Please find attached [description of supporting documents, e.g., utility bill, lease agreement] as evidence of my current address.

If you require any further information, please feel free to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]