

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

[Bank Name]  
[Branch Name/Address]  
[City, State, ZIP Code]

Subject: Notification of Branch Change

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inform you of my recent change in banking branch from [Old Branch Name/Address] to [New Branch Name/Address], effective [Date of Branch Change].

Please update your records accordingly and ensure that all future correspondence and transactions are directed to my new branch.

Should you require any further information or documentation regarding this change, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]