

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

The Branch Manager
Jammu & Kashmir Bank
[Branch Address]

[City, State, Zip Code]

Subject: Request for Address Change

Dear Sir/Madam,

I am writing to request an update to my address in your records. Below are my details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Old Address: [Your Old Address]
- New Address: [Your New Address]

I kindly request that you update my address in your system at your earliest convenience. Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]