

[Your Name]  
[Your Address (Current)]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Subject: Request for Address Change for NRI Account

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request an update to the address associated with my NRI account.

**\*\*Account Details:\*\***

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

Please find attached a copy of my identification and proof of the new address for your reference.

I kindly ask you to process this request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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