

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name or Customer Service],

Subject: Change of Postal Address

I am writing to formally request a change of my postal address associated with my bank account.

My details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Previous Address: [Your Old Address]

I would like to update my address to:

[Your New Address]  
[City, State, Zip Code]

Please update your records accordingly. Should you require any further information or documentation to process this request, feel free to contact me at the phone number or email address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]