

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
RBC Bank
[Branch Address]
[City, State, ZIP Code]
Subject: Address Change Notification
Dear RBC Bank Customer Service,
I am writing to inform you of a change in my address associated with my
account. Please update your records accordingly.
Old Address:
[Your Old Address]
[City, State, ZIP Code]
New Address:
[Your New Address]
[City, State, ZIP Code]
My account number is: [Your Account Number]
Please let me know if you need any further information to process this
request.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]