

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

RBC Bank

[Branch Address]
[City, State, Zip Code]

Subject: Request for Permanent Address Change

Dear [Bank Manager's Name],

I am writing to formally request a change of my permanent address associated with my account at RBC Bank.

****Account Details:****

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

****New Address:****

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

Please update your records accordingly. If you need any further information or documentation to process this request, feel free to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

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