

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

[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Subject: Address Verification Letter

Dear [Bank Manager's Name],

I am writing to verify my address as part of your requirements for banking services. Please find my details below:

Full Name: [Your Full Name]

Account Number: [Your Account Number]

Address: [Your Complete Address]

I have attached [list the documents you are including, e.g., utility bill, lease agreement, etc.] as proof of my current address.

Thank you for your assistance in this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attach Documents]