

****Subject:**** Notification of Bank Address Update

****Dear** [Recipient's Name],******

We are writing to inform you that our bank has updated its official address. Please find the new address details below:

****New Bank Address:****

[New Bank Name]

[New Street Address]

[City, State, Zip Code]

[Country]

****Effective Date:**** [Effective Date]

For any inquiries or additional information, please do not hesitate to contact us at [Contact Phone Number] or [Email Address].

Thank you for your attention to this matter.

****Sincerely,****

[Your Name]

[Your Position]

[Bank Name]

[Contact Information]