

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

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

Dear [Bank Manager's Name],

Subject: Change of Address Notification

I am writing to inform you of my change of address. Please update your records with my new address as detailed below:

New Address:

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

My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would appreciate if you could confirm the receipt of this letter and the update of my address in your records.

Thank you for your attention to this matter.

Sincerely,

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