

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

Subject: Address Update Notification

Dear [Bank Manager's Name or Customer Service Department],

I am writing to formally notify you of a change in my address associated with my bank account. Please find the details below:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Old Address: [Your Old Address]
- New Address: [Your New Address]

I kindly request that you update your records accordingly and confirm that my address has been updated. If you require any further information or documents, please do not hesitate to contact me at the number or email provided above.

Thank you for your assistance.

Sincerely,

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