

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

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

Dear [Bank Manager's Name],
Subject: Change of Address

I am writing to inform you of a change in my address associated with my bank account.

My previous address was:

[Old Address]

My new address is:

[New Address]

Please update your records accordingly. I would appreciate it if you could confirm my account details are updated and notify me if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]