**CHANGE OF ADDRESS LETTER**

**Today’s Date:** DD/MM/YY(Date on which letter is written)

Sender/Your name

Address and Contact info

**Sub:** Request for Change of Address

Dear Sir/Name

I want to bring to your kind attention that I hold a savings account in your bank. (Describe in your words) My account no. is Account Number Due to my transfer, we have shifted to a new place. (Describe actual problem and situation). I would appreciate it if you could change our communication address in your database and henceforth send all communications to our new address. (Explain your requirements). I am enclosing all the supporting documents for your reference.

My Present Address: New address

My Previous Address: Old address

I would be very grateful to you if you could do the needful at the earliest so that I should not miss on any communication from your bank. (Cordially describe your greetings and expectation).

Thanking you,

Yours sincerely,

Signature

Your name

Present Address

Contact info