**CHANGE OF ADDRESS LETTER**

**[Today’s Date]**

**[Client name]**

**[Job Designation]**

**[Company or home address]**

**Subject:** Change of Address of Our Bank Branch

Dear Customer,

In order to provide you with a better level of service, we are moving our branch to new premises with effect from **[Date].** Our new address will be as follows:

**[Company Address]**

Please note that there will be no change in your account number or any arrangements you may have with the Branch. Your existing checkbook and ATM card will also remain the same. If you have any queries, feel free to contact on following numbers.

**[Branch Manager]**

**[Customer Services Manager]**

We thank you for your support and look forward to welcoming you at our new premises.

Yours faithfully,

**[Signature]**

**[Your Name]**

**[Designation]**

**[Company/Institute name]**

**[Address]**