

## Formal Letter for Address Proof (Bank Account)

Date: [DD/MM/YYYY]

To,  
The Branch Manager,  
[Bank Name]  
[Branch Address]

Subject: Address Proof Letter for Bank Account Opening

Respected Sir/Madam,

I, **[Your Full Name]**, S/o/D/o **[Father's/Mother's Name]**, residing at **[Your Full Address]**, am writing this letter to request you to kindly accept this as a formal proof of my current residential address for the purpose of opening a new bank account in your esteemed branch.

I confirm that the above-mentioned address is my current and permanent address. Kindly consider this letter as valid address proof.

Please find attached photocopies of my residence proof documents (such as electricity bill/rent agreement/ Aadhaar card, etc.) for your verification.

Thank you for your cooperation.

Yours faithfully,

**[Your Name]**  
**[Contact Number]**  
**[Email Address]**

*(Signature)*

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**Note:** This letter may need to be attested or signed by a gazetted officer, local authority, employer, or similar recognized individual as per the specific requirements of the bank.