

Sample Formal Address Change Letter to Bank

A **sample formal address change letter to bank** serves as an official notification to update your residential or mailing address in the bank's records. This letter includes essential details such as your account number, previous address, new address, and a request for confirmation of the update. It ensures that all future correspondence, statements, and important information from the bank are sent to the correct location, helping to maintain seamless communication and secure account management.

Sample Letter

Your Name

Your Account Number: [Account Number]

Old Address:

[Previous Address Line 1]

[Previous Address Line 2]

[City, State, ZIP Code]

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, ZIP Code]

Date: [Date]

To,

The Branch Manager

[Bank Name]

[Branch Address]

Subject: Request for Address Change in Bank Records

Dear Sir/Madam,

I am writing to formally request an update of the address associated with my bank account mentioned above. Please find my new address details below for your reference:

Old Address:

[Previous Address Line 1]

[Previous Address Line 2]

[City, State, ZIP Code]

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, ZIP Code]

Kindly update my records accordingly and confirm the change at your earliest convenience. Please let me know if any additional documents or verification are required to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Number]

[Email Address]