To,

\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Date on which letter is written)

From,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I want to bring to your kind attention that I hold a savings account in your bank. My account no. is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Due to my transfer, we have shifted to a new place. I would appreciate it if you could change our communication address in your database and henceforth send all communications to our new address. I am enclosing all the supporting documents for your reference.

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.

Thanking you,

Yours sincerely,

(\_\_\_\_\_\_\_\_\_\_\_\_)