To,

Mr. Marc Thomas  
Manager  
UK Bank  
London

Date (Date on which letter is written)

From,

Robin Williams  
Account Holder

Sub: Request to change the address in your database

Dear Mr. Thomas,

This is to bring to your kind attention that I hold a savings account in your esteemed bank. My account no. is 456789. Due to some unavoidable circumstances, we have recently changed our residence. I am writing this letter to request you to update our new address in your database kindly. I am enclosing all the relevant documents as proof for the same.

I would be very thankful to you if you could now send all the communication related to my account on my new address.  I believe that you will get the needful done at the earliest so that we should not miss any information about the security of our account.

Thanking you,

Yours sincerely,

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Robin Williams