

Your Name  
Your Address Line 1  
Your Address Line 2  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Bank Name  
Bank Branch Address Line 1  
Bank Branch Address Line 2  
City, State, Zip Code

Dear [Bank Manager's Name],

I am writing to inform you that I have recently changed my address and would like to update my records with your bank.

My previous address was:  
[Old Address Line 1]  
[Old Address Line 2]  
[City, State, Zip Code]

My new address is:  
[New Address Line 1]  
[New Address Line 2]  
[City, State, Zip Code]

Please update my account information accordingly to ensure that all future correspondence is sent to my new address.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Account Number]