

Address change notification letter template

Subject: Change of Residential Address

Dear [Bank Manager/Recipient Name],

I am writing to notify you of a change in my residential address. Please update your records as follows:

Old Address: [Old Address]

New Address: [New Address]

Effective Date: [Date]

Kindly confirm once the records have been updated.

Thank you for your assistance.

Sincerely,

[Your Name]

[Account Number/ID if applicable]

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