Taken From: [Address Change Letter to Bank](http://letters.targetstudy.com/address-change-letter-to-bank.html)

Abdul Karim  
E-6 Chandragupta Marg  
Chanakyapuri, New Delhi 110021  
Tel: +91 (11) 46000915  
[krim.adbdul@yourmail.com](mailto:krim.adbdul@yourmail.com)  
  
22nd August 2012  
  
Aisha Patel  
Bank Manager  
Dena Bank  
Bhikaji Cama Place,   
Ring Road, New Delhi -110066  
[pataish@mail.com](mailto:pataish@mail.com)  
Dear Aisha   
  
Re:  Information regarding Change of Address  
This is to inform you that I have recently relocated to Chanakyapuri from Gurgaon. I have been transferred on behalf of my company.   
  
I have a savings account in your bank. A/C Number – SA8900312.  
I would request you to update this information in your records. The information provided below is regarding my change of address.  This change comes to affect within 2-3 days from the date mentioned above.  
Old Address:  
480-81, UV, Phase III  
Gurgaon  
Tel: +91 (11) 6340959  
New Address:  
E-6 Chandragupta Marg  
Chanakyapuri, New Delhi 110021.  
Tel: +91 (11) 46000915  
If you have any query regarding the location or direction of the address, feel free to contact me.  
I will be living residing at the new address provided. So please send all the correspondence on this address.   
  
Thanking you,  
  
Abdul Karim