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

22nd August 2012

Aisha Patel
Bank Manager
Dena Bank
Bhikaji Cama Place,
Ring Road, New Delhi -110066
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