Date

To,

The Branch Manager,

……………………

Sub. : Request for address change

Ref. : My Saving Account No. ………………………

Dear Sir,

This has reference to my subject account number, I would request you to kindly change my residence address as per the attached Rent Agreement / Electricity bill / Aadhar card or …………..

Your quick action in this regard is highly apprecited.

With best regards,

your name