From:
Name:
Address:

Date: 15 may 2015

To: The manager
Bank Name
Bank Address

Dear Sir,

Subject: Change of Address Account No. XXXXXXX
I wish to bring your kind notice, that I have already shifted my residence and the new address is as follows:

Name:
New Address:

In support of my change address, the company of my telephone bill issued the (provided name) is attached herewith.

This is submitted for your necessary action please.

Your Name
Account Holder