



## CHANGE OF ADDRESS

Date - \_\_\_\_\_

The Branch Manager,  
\_\_\_\_\_ Branch

Dear Sir/Madam,

Sub :- Change of address/telephone number

I /we am/are having my Saving/Current/CC/OD Account No. \_\_\_\_\_  
with your \_\_\_\_\_ branch.

This is to inform you that I /we have changed my /our address/telephone/mobile number as given below. The documents of my new address are enclosed herewith for your record purpose.

New address:- \_\_\_\_\_

New phone/mobile number- \_\_\_\_\_

Please note the above changes in your records.

Thanking you,

Yours Faithfully,

Name	
Address	
Mobile	
email	