

Format of Formal Letter Class 9 - Template

Sender's Address
City, State, Pin Code
Date

The Manager
XYZ Bank
City, State, Pin Code

Subject: Request for Change of Address

Dear Sir/Madam,

I am writing this letter to request a change of address for my savings account. My current address is [current address], and I would like to change it to [new address].

I have attached a copy of my identity proof and proof of address along with this letter. I request you to kindly update my address in your records and send me a confirmation of the same.

I assure you that all future correspondence regarding my account will be sent to the updated address. I request you to kindly process this request at the earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,
[Your Name]
Savings Account No. XXXXXXXX