Subject: Application for changing address and branch for Account number: [Account number]

Body:

Respected Sir/Madam,

I would like to bring into your notice that my name is [Name] and I carry a [type of bank account] in your bank. The account number is [Account number].

I am writing this letter because I have changed my address. The details are as follows:

Old Residential Address: [old address]

New Residential Address: [new address]

I request you to kindly update my new address and change my branch to [New branch details] for my bank account.

I have enclosed the required Address Proof documents with this letter. Please process my request and change the registered address as soon as possible.

Thank you.

[Your Signature]