[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

To whom it may concern,

I would like to update my personal details registered at the bank. I, 'Name of Client' am the holder of the account number [Account#].

Recently I shifted to a new address, which is as follows:

Location,  
City,  
Telephone number.

Please update my bank details. If there is a specific process of updating bank details, please let me know. For any questions please contact me on my personal cell number 'xxx-xxxx-xxx' or my email address 'xxx@xxx.com'.

Sincerely,

Client Name'  
Account Number'