To,

The Senior Branch Manager,

[Name of your Bank]  
Branch’s name and code

Subject: Request letter for address update.

Dear Mr./ Mrs./ Miss,

I hope this letter finds you in good health. I am writing this letter to request you to change my home address in your records on an urgent basis so that the further official correspondence meant for me reaches me in my new place. I have been banking with you for the past 2 years and my Bank account number is [X]. I have been receiving all my bank statements and bills in time on the address I shared with you at the time of getting my account opened. However, now I want to bring to your notice that I have shifted my residence to the Park Lane area in South London and want all the official statements and letters to reach me at my new address.

I have given my complete address at the end of this letter and I request you to kindly update it in your record register before the next month starts.

I hope you will understand my concern and will make sure to send my next statement and bill on my new address.

Here is my complete address: House no. X, Street XX, Capital park lane, west, P.O.BOX. number 42560. Nearby, Hilton Hotel, South London.

Best regards,

XYZ.