Date:

Name of the bank:  
Complete address of the bank including the branch name etc.

**Subject: company address change effective from [DATE]**

To whom it may concern,

We are writing you to inform that our company (mention the name of the company) has moved to a new location due to some reasons. Owing to this, we are writing to intimate that the address of the company has changed. This change of address should be considered with effect from 10th Feb, 20XX.

We hereby, request you to update the address of the company in our records in the bank. Please replace the old address of the company which is (give the old address) with the new address which is (mention the new address).

I would be very thankful to you if you change the address of the company at your earliest convenience so that I can resume the communication with the bank smoothly.

Thank you.

Regards,

Name of the company,  
Sender's name  
Designation of the sender in the company  
Signatures of the sender