From:  
Name:  
Address:  
  
Date: 15 may 2015  
  
To: The manager  
Bank Name  
Bank Address  
  
Dear Sir,  
  
Subject: Change of Address Account No. XXXXXXX  
I wish to bring your kind notice, that I have already shifted my residence and the new address is as follows:  
  
Name:  
New Address:  
  
In support of my change address, the company of my telephone bill issued the (provided name) is attached herewith.  
  
This is submitted for your necessary action please.  
  
Your Name  
Account Holder