

Application for Address Change

1. Application for Change of Address due to Relocation

To,
The Manager,
[Your Bank's Name],
[Your Bank's Branch],
[Your Bank's City], [State], [Pincode]

Subject: Application for Change of Address Due to Relocation

Dear Sir/Madam,

I, [Your Name], an account holder in your bank with the account number [Your Account Number], am writing this letter to inform you about my recent relocation. I have moved from my previous residence to a new location due to personal reasons.

My previous address was:

[Your Old Address],
[City], [State], [Pincode]

I request you to update my new address in your records, which is:

[Your New Address],
[City], [State], [Pincode]

I understand that this change in address might require verification and I am ready to provide any necessary documents or proof to ensure the validity of the change in address. The change is effective immediately and I would appreciate it if the bank's records could be updated at the earliest.

I believe this change will help me receive any bank correspondence or communication in a timely manner.

Thank you for your attention to this matter. I look forward to your confirmation about the successful update of my new address in your records.

Yours faithfully,
[Your Name]
[Your Contact Number]
[Your Email ID]
[Date]

2. Application for Address Change after Marriage

To,
The Manager,
[Bank/Institution/Company Name],
[Branch Name],
[City Name].

Subject: Application for Change of Address after Marriage.

Respected Sir/Madam,

I, [Your Name], am writing this letter to request an update of my residential address in your records. Recently, I got married and have moved to a new place. I would like to ensure that all future correspondence from your side is directed to my new address.

Previously, my address in your record was: [Your Old Address]. Post marriage, my revised address is: [Your New Address].

I kindly request you to update the aforementioned new address in all your records associated with my account/employment/subscription (as applicable).

Enclosed with this letter are the necessary documents verifying my new address, which includes a copy of my marriage certificate and proof of the new residential address.

I understand that the process may take some time and I am willing to cooperate fully during this period. If you need any additional information or documents, please do not hesitate to contact me via phone at [Your Contact Number] or email at [Your Email Address].

I am grateful for your attention to this matter and your prompt action would be highly appreciated.

Thank you for your understanding and cooperation.

Yours faithfully,

[Your Full Name]

[Your Account Number/Employee ID (if applicable)]

Date: [Date]

3. Application for Change of Address in School Records

To,
The Principal,
[Name of the School],
[City Name, State Name]

Subject: Application for Change of Address in School Records

Respected Sir/Madam,

I, [Your Name], am the parent of [Student's Name], a student of class [Class and Section] in your esteemed school. I am writing this letter to inform you about a change in our residential address.

We have recently moved to a new residence due to [mention reason if you want to, otherwise skip]. Our new address is [New Address, City Name, State Name, Pin Code]. I kindly request you to update this address in your school records for all future correspondence related to my child [Student's Name].

I also request you to kindly update the school bus route, if applicable, to accommodate the change in location for my child.

I apologize for any inconvenience this may cause and greatly appreciate your assistance in this matter.

Thanking you in advance.

Yours sincerely,
[Your Name]
[Your Contact Number]
[Your Email Address]
[Current Date]

4. Application for Address Change in Bank Account

To,
The Branch Manager,
[Bank Name],
[Bank Branch Address],

Subject: Application for Change of Address in My Bank Account

Dear Sir/Madam,

I, [Your Full Name], am a holder of a Savings/Current account (Account Number: [Your Account Number]) with [Bank Name]. I am writing this letter to inform you that I have recently moved to a new residence.

My previous residential address was:

[Your Old Address]

I would like to update my new residential address in your records for all future correspondence. My new address is as follows:

[Your New Address]

I kindly request you to update the same in your records linked to my account and all other related services including passbook, cheque book, ATM card, internet banking, etc. at the earliest. I understand that this might require some verification for which I am absolutely ready to cooperate.

If there is any formality that needs to be completed or any document that needs to be submitted for this, kindly let me know.

Thank you for your attention to this matter. I am looking forward to your prompt action.

Yours faithfully,
[Your Full Name]
[Your Contact Number]
[Your Signature]
[Today's Date]

5. Application for Address Update in Driving License

To,
The Regional Transport Officer,
[Regional Transport Office Address]

Subject: Application for Address Update in Driving License

Respected Sir/Madam,

I, [Your Full Name], holder of the driving license number [Your License Number], issued on [Date of Issue], am writing this letter to request an update in my residential address on the aforementioned document.

Due to personal reasons, I have recently moved to a new residence. My previous address as mentioned in my driving license is [Your Old Address]. I would like to update my new address, which is [Your New Address], on my driving license.

I understand the necessity of having the correct information on such official documents and hence, I am making this request. I am attaching the necessary documents, including the proof of my new residential address, with this application for your reference and verification.

I kindly request you to process this application at the earliest. I will be very thankful to you for considering my request. Also, I am ready to pay any fees associated with this process, if necessary.

Thank you for your time and consideration.



Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email ID]

[Date]