

SBI Bank Address Change Application

1. Application for SBI Bank Address Change due to Relocation

To,
The Branch Manager,
State Bank of India,
[Branch Name],
[Branch City]

Subject: Application for Change of Address Due to Relocation

Respected Sir/Madam,

I, [Your Full Name], am writing this letter to bring to your kind attention that I have recently shifted my residence from my old address to a new one. I am a customer of your bank and hold a savings account with the account number [Your Account Number] in your esteemed branch.

My previous address, as per bank records, is [Your Old Address]. However, due to certain unavoidable circumstances, I had to relocate and my new residential address is [Your New Address].

I kindly request you to update the same in your records associated with my bank account. This would ensure that all future communication from the bank reaches me at my new address without any hindrance or delay.

I understand the importance of providing a valid address proof for this process. Hence, I am enclosing a copy of my [Document Name - Aadhar Card/Passport/Driving License etc.] which serves as a proof of my new address.

I assure you that I will provide any additional document or information if required for this process.

I am looking forward to your prompt action in this matter. I am grateful for your understanding and cooperation.

Thank you for your kind attention to this matter.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email ID]

[Date]

2. Request Application for SBI Bank Address Change after Marriage

To,
The Branch Manager,
State Bank of India,
[Branch Address],

Subject: Request for Change of Address in Bank Records

Dear Sir/Madam,

I, [Your Name], an account holder of your bank with the account number [Your Account Number], am writing this letter to request you to update my address in your records.

I recently got married and have moved to a new residential address. Hence, all my correspondences with the bank would now need to be at my new address. The new address is as follows:

[Your New Address]

City: [City]

State: [State]

Pin Code: [Pin Code]

I am submitting this as a formal request to update my bank account details accordingly. I understand that the change of address will be subjected to verification as per the bank's policy.

To facilitate this process, I am enclosing a copy of my proof of the new address. This includes [Proof of Address Document, for example: Aadhaar Card, Passport, etc.]. Kindly use this proof for updating my address in your records.

I hope you would consider my request at the earliest as the change in address might affect the receipt of any banking correspondence.

Thank you very much for your attention to this matter, and I look forward to your prompt assistance.

Yours faithfully,
[Your Name]
[Your Old Address]
[Your Contact Number]
[Your Email Address]

3. Application for Updating SBI Bank Address Change due to Job Transfer

To,
The Branch Manager,
State Bank of India,
[Branch Name],
[Branch Address],

Sub: Application for Address Update due to Job Transfer

Respected Sir/Madam,

I, [Your Full Name], maintaining a savings account (Account No: [Account Number]) in your prestigious bank, have recently been transferred from my current job location in [Current City] to a new location in [New City] due to work-related changes.

As a result of this transfer, I have shifted my residence to the new city. I understand that it is crucial to update my latest residential address in your records for any future correspondence.

My previous address as per your bank records is: [Old Address]

I would like to update my new address as follows: [New Address]

I request you to kindly update this new address in your records linked to my bank account at the earliest. I am also enclosing a proof of my new address (i.e., [Proof Document Name, such as Electricity Bill, Rent Agreement]) along with this application for your reference and necessary action.

I hope for your prompt action in this regard. Please feel free to contact me on my registered mobile number [Your Mobile Number] or via email at [Your Email ID] should you require any additional information.

Thank you for your understanding and cooperation.

Yours faithfully,

[Your Full Name]

[Your Signature]

[Date]

4. Application for SBI Bank Address Change Following a House Purchase

To,
The Branch Manager,
State Bank of India,
[Branch Name],
[Branch Address]

Subject: Request for Change of Address in Bank Records

Dear Sir/Madam,

I, [Your Name], am writing this letter to inform you about a recent change in my residential address. I have been an account holder in your esteemed bank, State Bank of India, [Branch Name] for the past [number of years]. My account number is [Account Number].

Recently, I have purchased a new house and relocated to a new address, which is mentioned below:

[Your New Address]

City: [City],

State: [State],

Pin Code: [Pin Code]

I kindly request you to update the same in your records linked to my bank account and all other related services. This is crucial to ensure that all future correspondence from the bank reaches me without any delay or misplacement.

I am enclosing herewith a copy of the address proof for your perusal and records. This includes my latest electricity bill and the purchase agreement of my new house.

I would be very grateful if you could arrange for the necessary updates at the earliest. If any additional procedures or documents are required, please do not hesitate to contact me.

Thanking you in anticipation.

Yours faithfully,

[Your Name]

[Your Old Address]

[Your Contact Number]

[Your Email Address]

Enclosure: Address Proof Documents

5. Application to Change Address in SBI Bank Account for a Student Moving to a New Hostel

To,

The Branch Manager,

State Bank of India,

[Branch Name],

[Branch Address],

Subject: Request for Change of Address in Bank Account

Respected Sir/Madam,

I, [Your Name], am a student and a savings account holder of your bank with account number [Your Account Number]. Due to my recent shift to a new hostel for my higher studies, I would like to request a change in the registered address of my bank account.

My previous address was [Your Previous Address]. I have moved to a new hostel and my new address is [Your New Address]. All my future correspondence related to my bank account should be sent to this new address.

I understand the bank's policy of verifying the new address before updating it in the records. I am ready to provide any necessary documents that the bank requires for this process. Please guide me on what documents I need to submit for this process.

I request you to kindly update this information at the earliest to avoid any inconvenience in future correspondences. I apologize for any inconvenience caused and I appreciate your assistance in this matter.

Thank you for your attention to this matter.

Yours faithfully,

[Your Name]

[Your Signature]

[Your Contact Number]

[Your Email ID]