

Application for Address Change in Bank Passbook

1. Address Change Application Due to Relocation

To,
The Manager,
[Your Local Post Office/Branch],
[City Name],
[Pin Code].

Subject: Address Change Application Due to Relocation

Dear Sir/Madam,

I am writing to inform you about my recent move to a new house. My family and I have relocated to a new address due to [reason for relocation]. Therefore, I kindly request you to update my address details in your records.

Old Address:
[Your old address here]

New Address:
[Your new address here]

I would greatly appreciate it if you could make the necessary changes in your system to ensure that all my future correspondence and deliveries are directed to my new address.

Thank you for your attention to this matter. If any further information is required, please do not hesitate to contact me at [Your contact number].

Yours sincerely,

[Your Name]
[Date]

2. Address Change Application for Name Change After Marriage

To,
The Manager,
<Organization/Bank/Government Agency Name>,
<Address Line 1>,
<Address Line 2>,
<City>, <State>,
<Pin Code>.

Subject: Address Change Application for Name Change After Marriage

Respected Sir/Madam,

I am writing to inform you that I have recently changed my name due to my marriage. My previous name was <Old Name>, and my new name is <New Name>. I would like to update my records with the new name and address details.

I request you to kindly update your records with my new name and address for all future correspondence and communication.

Old Name: <Old Name>
New Name: <New Name>
Old Address: <Old Address>
New Address: <New Address>

I have enclosed a copy of my marriage certificate as proof of the name change. I kindly request you to make the necessary changes in your records at the earliest convenience.

Thank you for your cooperation.

Yours faithfully,

<Your Name>

3. Address Change Application for Security Reasons

To,
The Manager,
[Organization Name],
[Organization Address],
[City, State, PIN Code].

Subject: Address Change Application for Security Reasons

Dear Sir/Madam,

I am writing to inform you about my address change for security reasons. My new address is [New Address], [City], [State], [PIN Code].

I request you to kindly update my address in your records to ensure that all important communications reach me on time and to maintain the security of my personal information.

I appreciate your attention to this matter and thank you for your cooperation.

Sincerely,
[Your Name]

4. Address Change Application for Updating Contact Information

To,
The Manager,
[Organization/Institution Name],
[City/Town Name].

Subject: Address Change Application for Updating Contact Information

Respected Sir/Madam,

I, [Your Name], a student/employee/member of [Organization/Institution Name], am writing to request a change in my contact information. I have recently moved to a new address and would like to update my details in your records.

Old Address: [Current Address]

New Address: [New Address]

I kindly request you to kindly update my contact details as per the information provided above. This will help ensure that I receive important communication and updates from the [Organization/Institution Name] without any delay.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Contact Number]

5. Address Change Application for Correspondence Convenience

To,

The Manager

[Organization Name]

[Address]

[City, Pin Code]

Subject: Address Change Application for Correspondence Convenience

Respected Sir/Madam,

I am writing to inform you that I have recently shifted to a new address and would like to update my contact details for correspondence purposes.

Previous Address: [Old Address]

New Address: [New Address]

I kindly request you to update your records with my new address to ensure all future communications reach me without any delays.



Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Number]