

CHANGE IN ADDRESS APPLICATION LETTER

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Introduction

Application letters are written to notify to the concerned authorities about employment opportunities, registration, college admission application, change of address etc. whatever the content may be, all formal letters have the same format. It is better to check the letter twice after writing, before sending it to the recipient.

Like business letters, application letters are written to the concerned person. Usually a request is made in the application letter asking for issue of a letter, change of address, issue of passbook, notifying any changes in the account etc.

Change in Address Application Letter Tips

The following tips will help you to write a change in address application letter:

- It is a type of formal letter and hence the letter should be simple, short and precise.
- The content of the letter should be straightforward.

Sample Change in Address Application Letter

To

The Branch Manager,

HDFC Bank,

Station Road,

Hyderabad

25th September, 2013

Subject: Change of address

Dear Sir/madam,

I am an account holder in your bank for the past five years. The address mentioned in my passbook is 25, Lakeview Apartments, Mettuguda, Hyderabad. I have shifted my house from this address to 78, Mountain dew apartment, Tank Bund Road, Hyderabad.

I am sending my latest telephone bill as a proof of my current address. I request you to kindly update the new address in my bank account at the earliest.

I never encountered any problem with your bank till now and hope to continue in the similar manner. If you want to contact me, my telephone number is 8767894567. Please email me or contact me after the address has been updated.

Thanking you,

Yours Sincerely,

Ravi Kumar

Change in Address Application Letter Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

I want to inform you that I have shifted my house address from _____ (give previous address) to _____ (give current address). Please note the new address and change it accordingly in your office records. After you change it in your records, I will change the address for my other documents like electricity, water and telephone. It is my humble request to update the records at the earliest so that I need not face problems.

Please consider my case as urgent and do the needful. My telephone number is _____ (give number). You can call me or email me after the changes are updated.

Looking forward to hear a positive response from you,

Thanking you,

Yours Sincerely,

_____ (Your name)

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