To:\_\_\_\_\_\_\_\_

Designation

Company

Address

City

Tel:

**Subject: Change of Address of Our Bank Branch**

Dear Customer,

In order to provide you a better level of service, we are moving our branch to a new premises with effect from April 22, 2013. Our new address will be as follows:

Company

Address

City

Tel:\_\_

Please note that there will be no change in your account number or any arrangements you may have with the Branch. Your existing cheque book and ATM card will also remain the same. If you have any queries, feel free to contact on following numbers.

Branch Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Services Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We thank you for your support and look forward to welcoming you at our new premises.

Yours faithfully,

Your Name

Designation