**Letter to a Bank**

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| John Doe 224, St. Peter's Street Olivia Park California - 554466  July 18, 2012  U.S. Bank Corporate Ltd., 17400 Beachside Road Bedford, OH 44146  Subject: Change of Address Request  To Whomsoever It May Concern,  This is to bring to your notice that I have recently shifted my residence and would like to inform your bank regarding the same. The new address is as given in this letter.  All communication may kindly be done at the new address only. I would be grateful if your bank implements the changes soon, so that no important document gets misplaced. My bank account number is: 00235544654.  Thanking You,  Sincerely,  (Signature)  John Doe |