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 documents get misplaced. My bank account number is: 00235544654.  
  
Thanking You,  
  
Sincerely,  
  
(Signature)  
  
John Doe