

**XYZ Bank  
P. O. Box X  
Main Street  
City, State**

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(Date)

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(Address Provided by Post Office)

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Dear Customer:

The U. S. Postal Service has informed us that your address had been changed. Bank also requires that a change of address form be completed and signed by you before returned mail can be forwarded to your new address.

Please complete, sign, and return the enclosed change of address form. A postage paid envelope has been provided for your convenience.

If you have any questions, please feel free to call us or stop by our nearest office.

Sincerely,

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Bank Representative