



**CHANGE/CORRECTION OF ADDRESS**

**# 61 BARNES ROAD, ADABRAKA, PRIVATE MAIL BAG,  
MINISTRIES POST OFFICE, ACCRA Tel: 021 681 404, 681430**

The Manager

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir/Madam

Grateful if you could change/correct the address on my account from: [please state old address]

To: [please indicate new address]

All other details remain the same.

Yours faithfully,

\_\_\_\_\_ (signature)

\_\_\_\_\_ (name)

\_\_\_\_\_ (account #)

REVIEWED BY (STAFF):

DATE: