



The Head of Operations  
CAPM (Capital & Asset Portfolio Management) Company Ltd.  
Safura Tower (5th Floor), 20 Kemal Ataturk Avenue,  
Banani C/A, Dhaka-1213

**Subject: Change of address.**

Dear Sir,

We have a portfolio management services account with your esteemed organization containing Account No: ..... Due to change of location of our company, we would like to request you to amend the existing address.

Previous Address : .....  
.....  
.....

Current Address : .....  
.....  
.....

Account Number # ..... BO Account # 16052700 ..... (For Office Use Only)

Please take necessary steps to change our company address.

Thanking you.

Yours faithfully

Authorized Signature- 01 : .....

Name : .....

Designation : ..... (For Office Use Only)

Date : .....

Authorized Signature- 02 : .....

Name : .....

Designation : .....

Date : .....