

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Branch Update

I hope this letter finds you well. I am writing to formally request an update regarding my account at [Bank Name], Branch [Branch Location], with account number [Your Account Number].

As a valued customer, I appreciate the services provided by your bank and would like to ensure my contact details and account information are up-to-date.

Please find my current information as follows:

- Full Name: [Your Full Name]
- Current Address: [Your Current Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

If there are any forms or additional information required to complete this update, please let me know. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]