

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

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

Subject: Request for Update of Bank Branch

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request an update to my bank branch details associated with my account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would like to update my bank branch from [Current Branch Name] to [New Branch Name] located at [New Branch Address].

Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature] (if sending a hard copy)

[Your Printed Name]