

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank's Name]
[Bank's Branch Address]
[City, State, Zip Code]

Subject: Notification of Email ID Change

Dear [Bank Representative's Name or "Customer Service Team"],
I hope this message finds you well. I am writing to formally notify you
of a change in my email address associated with my bank account.

Please update my records to reflect my new email address as follows:

****Old Email Address:**** [old.email@example.com]

****New Email Address:**** [new.email@example.com]

For your records, my account number is [Your Account Number].

I appreciate your prompt attention to this matter and kindly request a
confirmation once my email address has been updated.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]