

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

Subject: Notification of Email ID Change

Dear [Bank's Customer Service/Specific Bank Representative's Name],  
I hope this letter finds you well. I am writing to inform you about a change in my email address associated with my bank account.

My account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Previous Email ID: [Your Old Email Address]
- New Email ID: [Your New Email Address]

I kindly request that you update my records to reflect this change.

Please confirm the update at your earliest convenience.

If you require any further information or documentation to process this request, please do not hesitate to contact me at my new email address or by phone at [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

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