

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

Subject: Request to Update Email Address

Dear [Bank Representative's Name or Customer Service],

I hope this message finds you well.

I am writing to request an update to the email address associated with my bank account. My current email address is [current email address], and I would like to change it to [new email address].

For verification purposes, my account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]

Please confirm once my email address has been updated. If you require any further information or documentation, do not hesitate to let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]