

Subject: Request for Email Address Update

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request an update to the email address associated with my bank account.

****Account Information:****

- Account Holder Name: [Your Name]

- Account Number: [Your Account Number]

- Current Email Address: [Your Current Email Address]

- New Email Address: [Your New Email Address]

I would appreciate your prompt attention to this matter. If you require any further information or documentation to process this request, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]