

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

Customer Service

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Request for Email ID Change

Dear Sir/Madam,

I am writing to request a change to the email address associated with my bank account.

Account Name: [Your Name]

Account Number: [Your Account Number]

Current Email ID: [Your Current Email ID]

New Email ID: [Your New Email ID]

Please update my records accordingly. For any verification or related inquiries, feel free to contact me at my phone number listed above.

Thank you for your attention to this matter. I look forward to your prompt confirmation of this change.

Sincerely,

[Your Name]