

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

Branch Manager

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Request for Altering Email ID

Dear [Branch Manager's Name],

I hope this letter finds you well.

I am writing to request an update to the email address associated with my bank account. Below are my details:

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

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]