

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

Subject: Request for Email ID Change

Dear [Recipient's Name or "Customer Service Team"],

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

Please find my current account details below:

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

I kindly ask that you update my records accordingly. If any additional information or documentation is required to complete this request, please let me know.

Thank you for your assistance.

Sincerely,

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