

[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 Change

Dear [Bank's Customer Service/Specific Contact 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 Details:****

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

Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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