

[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 Update

Dear [Bank's Customer Service/Specific Representative'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.

**\*\*Current Email Address:\*\*** [Your Current Email Address]

**\*\*New Email Address:\*\*** [Your New Email Address]

**\*\*Account Number:\*\*** [Your Account Number]

Please let me know if you require any further information to process this request. I appreciate your assistance in updating my contact details.  
Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]