

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

Subject: Request for Updating Email ID

Dear [Bank 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. My current email ID is [Current Email ID], and I would like to change it to [New Email ID].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Account Number]