

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

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

Subject: Request to Update Email ID

Dear [Bank's Customer Service/Specific Name],
I hope this message finds you well.

I am writing to formally request an update to the email address associated with my bank account. My current email address is [old email address], and I would like to change it to [new email address].

Here are my account details for verification:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- [Any other relevant identification information, e.g., Social Security Number, if necessary]

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

Thank you for your assistance.

Sincerely,
[Your Name]