

[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 Address Update

Dear [Bank Manager's 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. Below are the details necessary for processing this request:

- 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 you to update my records at your earliest convenience to ensure I continue receiving important account notifications.

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]