

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

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

Subject: Request for Changing Email ID

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to request a change of my registered email ID associated with my bank account. Below are my account details for your reference:

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

I kindly ask you to update my records accordingly. Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,

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