

[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 ID Alteration

Dear [Bank Manager's Name] / Customer Service Team,
I hope this message finds you well. I am writing to request the alteration of the email ID associated with my account.

****Account Details:****

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

Due to [brief reason for the change, if applicable], I would like to update my email address in your records.

Please let me know if you require any further information or documentation to process this request. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

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