

[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 Address

Dear [Bank Manager's Name or Customer Service],
I am writing to request an update to the email address associated with my bank account.

****Account Details:****

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

Please update my email address in your records. I appreciate your assistance with this matter. If you require any further information to process this request, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

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