

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email ID associated with the account]  
[Phone Number]  
[Date]

The Branch Manager

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

Subject: Request for Changing Email ID Associated with Account

Dear Sir/Madam,

I am writing to request a change of the email ID associated with my bank account. My account number is [Your Account Number].

I would like to update my email address from [Old Email ID] to [New Email ID]. This change is necessary for me to receive account notifications and updates efficiently.

Please let me know if you require any further information or documents to process my request.

Thank you for your attention to this matter.

Sincerely,

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