

[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 Email ID Correction

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a correction to my email address associated with my bank account.

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

The current email address on file is [Current Email Address], and I would like to update it to [New Email Address].

Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]