

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Account Number]
[Date]
[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Subject: Notification of Email Address Change

Dear [Bank's Customer Service Team/Specific Contact Name],
I am writing to inform you of a change to my email address associated with my bank account.

****Old Email Address:**** [your_old_email@example.com]

****New Email Address:**** [your_new_email@example.com]

Please update your records accordingly. If you require any further information or verification, feel free to contact me at my phone number listed above or at my new email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]