

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

Dear [Bank's Customer Service/Specific Department],

Subject: Request to Update Email Address

I hope this letter finds you well. I am writing to request an update to the email address associated with my bank account.

My account details are as follows:

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

I would like to update my email address from [Old Email Address] to [New Email Address].

Please let me know if you need any further information to process this request. Thank you for your attention to this matter.

Sincerely,

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