

Subject: Request for Bank Account Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to my bank account details associated with my [account type, e.g., savings, checking] account.

**\*\*Current Account Information:\*\***

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

**\*\*New Account Information:\*\***

- New Account Holder Name: [If applicable, otherwise use your name]
- New Account Number: [Your New Account Number]
- New Bank Name: [Your New Bank Name]

Please let me know if you require any further information or documentation to process this request. I appreciate your assistance in making this change.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]