

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Bank Account Change

Dear [Bank Manager's Name or Customer Service],

I am writing to formally request a change to my bank account details.

Below are my current account details and the requested changes:

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

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: [e.g., Checking, Savings]

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

- New Account Holder Name: [New Name if applicable]
- New Account Number: [New Account Number if applicable]
- New Account Type: [New Account Type if applicable]

Please let me know the necessary steps to complete this change and if any further documentation is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]