

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

Subject: Notification of Bank Account Change

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

I am writing to inform you of a change to my bank account details. Please update your records accordingly.

****Previous Account Information:****

Account Holder Name: [Your Name]

Account Number: [Old Account Number]

Account Type: [Checking/Savings]

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

Account Holder Name: [Your Name]

Account Number: [New Account Number]

Account Type: [Checking/Savings]

Please let me know if you require any further information or documentation to complete this update.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]