

[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]