

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

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

Subject: Update of Bank Account Information

I am writing to request an update to my bank account information associated with my account number [Your Account Number].

Please update my records with the following information:

- New Bank Account Number: [New Account Number]
- New Routing Number: [New Routing Number]
- Any other relevant details: [Other Information]

I appreciate your prompt attention to this matter. If you require any further documentation or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]