

[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],

I hope this letter finds you well. I am writing to formally notify you of a change to my bank account details.

****Account Holder Name:**** [Your Name]

****Current Account Number:**** [Old Account Number]

****New Account Number:**** [New Account Number]

****Effective Date of Change:**** [Date]

Please update your records accordingly and confirm that the changes have been made. If any additional information or documentation is required, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]