

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

Subject: Request for Modification of Bank Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a modification to my bank account, account number [Your Account Number].

The specific changes I would like to request are:

1. [Specify the modification, e.g., changing the account type, updating contact information, etc.]

2. [List any additional changes if applicable]

Please let me know if you require any further information or documentation to process my request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]