

[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.

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

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

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

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

Please update your records accordingly. If you require any further information or documentation to process this change, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]