

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

Subject: Request to Change Bank Account Information

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

I hope this message finds you well.

I am writing to request an update to my bank account information. Below are the details of my current account and the new account information I would like to have on file.

****Current Account Information:****

- Account Holder Name: [Your Name]
- Current Account Number: [Current Account Number]
- Type of Account: [Checking/Savings]

****New Account Information:****

- New Account Number: [New Account Number]
- Type of Account: [Checking/Savings]
- Bank Name: [New Bank Name, if applicable]

Please let me know if you require any additional information or documentation to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]