

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

Subject: Request for Name Change on Bank Accounts

Dear [Bank Manager's Name or "Customer Service"],
I hope this message finds you well. I am writing to request a change of name for my bank accounts held at [Bank Name].

My details are as follows:

- Account Holder Name (Old Name): [Your Old Name]
- Account Number(s): [List Account Numbers]
- New Name: [Your New Name]

The reason for this name change is [brief explanation, e.g., marriage, legal name change, etc.]. I have attached the necessary documentation to support this request, including [list documents such as marriage certificate, court order, etc.].

Please let me know if you require any further information or additional documentation to process this request. I appreciate your assistance in this matter and look forward to your confirmation of the name change on my accounts.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]