

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

[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Name Update Request

Dear [Bank Manager's Name or Customer Service],
I hope this message finds you well. I am writing to formally request an update to the name associated with my bank account. My account number is [Your Account Number].

Due to [reason for name change, e.g., marriage, divorce, legal name change], I would like to update my records to reflect my new name: [Your New Name].

Enclosed are the necessary documents to support my request, including [list any documents, e.g., marriage certificate, court order, etc.]. Please let me know if you require any additional information or further documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]