

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

Customer Service Department  
First National Bank (FNB)  
[Bank Address]

[City, State, Zip Code]

Dear FNB Customer Service Team,

Subject: Request to Update Personal Information

I am writing to formally request an update to my personal information associated with my bank account at FNB. My account number is [Your Account Number].

The details that need to be updated are as follows:

- \*\*Old Information:\*\*

- Name: [Old Name]
- Address: [Old Address]
- Phone Number: [Old Phone Number]
- Email Address: [Old Email Address]

- \*\*New Information:\*\*

- Name: [New Name]
- Address: [New Address]
- Phone Number: [New Phone Number]
- Email Address: [New Email Address]

Please let me know if any additional information or documentation is required to process this update. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]