

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

FNB Bank

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

Subject: Notification of Account Changes

Dear [Bank Manager's Name or Customer Service],
I hope this letter finds you well. I am writing to formally notify FNB Bank of changes to my account details.

Account Name: [Your Name]

Account Number: [Your Account Number]

Changes to be made:

1. [Specify the first change - e.g., change of address, phone number, etc.]
2. [Specify any additional changes, if applicable]

Please let me know if you require any further information or documentation to process these changes. I appreciate your attention to this matter and look forward to your confirmation.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]