

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

The Branch Manager

[Bank Name]
[Branch Address]
[City, State, ZIP Code]

Subject: Request for IFSC Code Correction

Dear [Branch Manager's Name],

I hope this message finds you well. I am writing to request a correction in the IFSC code associated with my bank account.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Current IFSC Code: [Current IFSC Code]

The correct IFSC code should be: [Correct IFSC Code].

I kindly request you to update the records accordingly at your earliest convenience to ensure smooth fund transfers. Please let me know if you require any additional information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]