

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

The Branch Manager
JK Bank

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

Subject: Request for Updating Mobile Number

Dear Sir/Madam,

I am writing to request the update of my registered mobile number associated with my bank account.

****Account Details:****

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Current Mobile Number: [Your Current Mobile Number]

New Mobile Number: [Your New Mobile Number]

I kindly request you to update my mobile number in your records. Please let me know if any further information or documentation is required to process this request.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]