

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

Subject: Request to Update NRE Account Details

Dear [Bank Manager's Name],

I am writing to request an update to my Non-Resident External (NRE) account details. My account number is [Your Account Number].

The specific details I would like to update are as follows:

1. [Detail to be updated, e.g., Address]
2. [Detail to be updated, e.g., Phone Number]
3. [Detail to be updated, e.g., Email Address]

I have enclosed the necessary documentation to support these updates, including [List any documents provided, e.g., proof of address, identification, etc.].

Please let me know if you require any additional information or documentation. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]