

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

RBC Bank

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

Dear RBC Bank Customer Service,

Subject: Request to Update Personal Information

I hope this letter finds you well. I am writing to request an update to my personal information associated with my account at RBC Bank. Below are the details of my current information and the changes that need to be made:

****Current Information:****

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

****Updated Information:****

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

Please let me know if you require any further documentation or identification to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation of the changes.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Account Number]