

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank's Name]
[Bank's Address]
[City, State, Zip Code]
Dear [Bank Manager's Name],
Subject: Update of Bank Account Details
I hope this letter finds you well. I am writing to request an update to
my bank account details.
Account Holder Name: [Your Name]
Account Number: [Your Current Account Number]
New Account Number (if applicable): [Your New Account Number]
New Address (if applicable): [Your New Address]
New Contact Number (if applicable): [Your New Phone Number]
Please let me know if you require any further information or
documentation to process this update.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]