

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

Dear [Bank Manager's Name/ Customer Service],

Subject: Request for Ad Code Assignment

I am writing to formally request an ad code assignment for my account with [Bank Name]. The details of my account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings/Business etc.]

I would appreciate it if you could process this request at your earliest convenience. If additional information or documentation is required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]