

Official Letter to Bank Manager

[Your Name]

456 Maple Avenue

City, State, ZIP Code

Email: yourname@email.com

Phone: (123) 456-7890

Date: October 15, 2024

[Bank Manager's Name]

Branch Manager

[Bank Name]

123 Financial St

City, State, ZIP Code

Dear [Bank Manager's Name],

Subject: Request to Update Contact Information on My Account

I am writing to request an update to the contact information associated with my bank account (Account Number: XXXXXXX). I recently changed my phone number and email address, and I would like to ensure my account reflects these new details to avoid any future communication issues.

Please let me know if any forms or additional documentation are required to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]