

# Application for Minor Name Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

The Branch Manager,

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Application for Minor Name Change in Bank Account

Dear Sir/Madam,

I am writing to request a minor change to the name associated with my bank account. My account number is [Your Account Number], and the name currently on the account is [Current Name].

Due to [state reason, e.g., marriage, legal reasons, etc.], I would like to update my name to [New Name]. I have enclosed copies of relevant documents (e.g., marriage certificate, legal name change document) to support my request.

I kindly ask you to process this name change at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]