

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Declaration for Amending Account Details

I am writing to formally request an amendment to my account details. My account number is [Your Account Number]. I would like to update the following information:

- Old Information: [Old Information]
- New Information: [New Information]

Please let me know if you require any additional documentation to facilitate this change. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]