

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

Bank Name
Bank Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request a correction to the account type associated with my account (Account Number: [Your Account Number]). Upon reviewing my account details, I noticed that the account type is incorrectly listed as [Incorrect Account Type], whereas it should be updated to [Correct Account Type].

I have attached relevant documents, including a copy of my ID and any other supporting materials, to help facilitate this correction. I kindly ask that you process this request at your earliest convenience, as it is crucial for my ongoing banking activities.

If you require any further information, please do not hesitate to contact me via the details provided above. Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]