

Letter of Amendment to Bank Information

Date: [Insert Date]

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request an update to my bank information associated with my account. Below are my current details and the updated information I wish to provide:

Current Bank Information:

Account Name: [Current Account Name]
Account Number: [Current Account Number]
Routing Number: [Current Routing Number]

Updated Bank Information:

Account Name: [New Account Name]
Account Number: [New Account Number]
Routing Number: [New Routing Number]

Please let me know if you require any further information or documentation to process this amendment. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,
[Your Name]