

Bank Name

Bank Address

Date: [Insert Date]

Account Holder Name: [Old Name]

Account Number: [Insert Account Number]

Dear [Bank Manager's Name],

I am writing to formally notify you of a change in my name. My previous name was [Old Name], and I have recently changed it to [New Name]. This change is reflected in the attached legal documentation (such as a marriage certificate or court order).

Kindly update my account information as soon as possible to reflect my new name. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[New Name]

[Your Address]