

Account Number Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request an adjustment to my account number due to [briefly explain the reason, e.g., "an error noticed in my account statement" or "a recent account consolidation"].

My current account information is as follows:

- Account Holder Name: [Your Name]
- Current Account Number: [Current Account Number]
- New Account Number Request: [New Account Number if applicable]

I kindly ask that you proceed with this adjustment at your earliest convenience. Should you require any further information or documentation to facilitate this request, please do not hesitate to contact me at the number or email provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]