

# Official Name Change Notification

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to inform you of my official name change. Please update your records accordingly.

Old Name: [Your Old Name]

New Name: [Your New Name]

For verification, I have attached a copy of the legal documentation supporting my name change.

Thank you for your prompt attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]