

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 notify you of a change in my name. My previous name was [Your Old Name], and my new name is [Your New Name].

Due to this name change, I kindly request that you update your records associated with my bank account(s) [Account Number(s)].

Attached are copies of the legal documents verifying my name change for your records.

Thank you for your assistance with this matter. Please confirm the update at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]