

Bank Name

Address Line 1

Address Line 2

City, State, Zip Code

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a change to the name on my bank account due to a recent divorce. My account details are as follows:

Account Name: [Old Name]

Account Number: [Account Number]

Following my divorce, I would like to have my account name updated to my new legal name:

New Account Name: [New Name]

Enclosed with this letter are the necessary documents, including the divorce decree and a government-issued ID reflecting my new name.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]