

Request for Bank Account Name Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request a change to the name on my bank account, due to my recent legal name change.

My current name on the account is [Current Name], and my new legal name is [New Name].

For verification purposes, I have attached a copy of my legal document that reflects this name change.

Account Details:

Account Number: [Insert Account Number]

Type of Account: [Checking/Savings]

Thank you for your attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]