

# Bank Account Name Change Request

Date: [Insert Date]

To,

The Branch Manager,  
[Bank Name]  
[Branch Address]

Subject: Request for Change of Bank Account Name

Dear Sir/Madam,

I am writing to formally request a change of the name on our bank account due to the formation of a partnership. The details are as follows:

**Current Account Details:**

Account Name: [Current Account Name]  
Account Number: [Account Number]

**New Partnership Details:**

New Account Name: [New Partnership Name]  
Partnership Registration Number: [Registration Number]

Enclosed with this letter are the necessary documents including the partnership agreement and identification proofs of the partners.

We kindly request you to process this change at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Contact Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]