

# Request for Name Correction on Bank Account

[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 formally request a correction to the name on my bank account due to [reason for correction, e.g., a legal name change, clerical error]. The current name on the account is [Current Name], and it should be updated to [Correct Name].

My account details are as follows:

- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking]

To support my request, I have attached [relevant documents, e.g., a copy of identification, legal name change document]. I kindly ask that you update the records at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]