

# Notification of Bank Account Name Change

Date: [Insert Date]

To,

Branch Manager,  
[Bank Name]  
[Branch Address]

Subject: Notification of Account Name Change

Dear [Branch Manager's Name],

I am writing to formally notify you of a change in the name associated with my bank account. After a recent personal rebranding, I have decided to change my name from [Old Name] to [New Name].

My account details are as follows:

- Account Holder Name: [Old Name]
- Account Number: [Account Number]
- Branch: [Branch Name]

Kindly update your records to reflect this change. Should you require any further documentation or information to facilitate this update, please let me know.

Thank you for your assistance.

Sincerely,

[Your New Name]  
[Your Address]  
[Your Contact Number]  
[Your Email Address]