

Request for Updating Bank Account Name

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 an update to my bank account name due to a recent adoption. My current account is registered under the name [Old Name], and my new legal name is [New Name].

For your reference, I have attached a copy of the legal documents confirming my name change as a result of the adoption. Please let me know if you require any additional information to process this request.

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

Sincerely,
[Your Signature (if sending by mail)]
[New Name]