# **To** The Branch Manager [Bank Name] [Branch Address] [City, Pincode]

# **Subject:** Request for Name Change in Bank Account

# **Respected Sir/Madam,**

# I am writing to request a change in my name in your bank’s records. I hold a [type of account – Savings/Current] account with your branch, and the details are as follows:

# **Old Name:** [Your Old Name]

# **New Name:** [Your New Name]

# **Account Number:** [Your Account Number]

# The reason for the name change is [brief reason – marriage, legal name change, spelling correction, etc.].

# I have already updated my name in official documents. I am enclosing the necessary documents for your reference:

# Copy of Marriage Certificate / Gazette Notification / Affidavit (as applicable)

# Updated Aadhaar Card / PAN Card / Passport with the new name

# A recent passport-size photograph

# Duly filled bank form for name change (if applicable)

# Kindly update your records and issue me a confirmation once the process is complete. I would be grateful for your support.

# **Thanking you,**

# Yours sincerely, [Your Signature] [Your Full New Name] [Mobile Number] [Email Address] [Date]