

The Bank Manager

Subject: Requesting a Name Correction

Respected Sir/Madam,

I am _____, and I have a savings account in your branch with account number _____. I would like to bring to your attention that the spelling of my name is wrong in bank account records. So, I request that you update the correct name in my account. I have enclosed all the supporting documents along with the letter for your reference.

Wrong Name:

New Name:

I request that you kindly update my name as mentioned above and update the bank records. I would be grateful if this could be reflected in all bank records as soon as possible.

Thank you.

Yours faithfully,

Account Number:

Mobile Number:

Signature: