

Your Name

B.Com (Hons.), Final Year

Room 214, Girls' Hostel
Your College, City 400001
+91 98xxx xxxxx
yourname@email.com

Ref: Personal

Date: 14 April 2026

The Branch Manager

Your Bank Name, Main Branch

City 400001

Subject: Request to update mobile number and e-mail ID in savings account

Dear Sir/Madam,

I hold a savings account (No. XXXXXXXX1234) in your branch. My registered mobile number is no longer in use, so I am unable to receive OTPs and transaction alerts.

I request you to update my mobile number to +91 98xxx xxxxx and my e-mail ID to yourname@email.com. Self-attested copies of my Aadhaar card and PAN card are enclosed for verification.

Kindly confirm once the change has been made. Thank you for your help.

Yours faithfully,

Your Name

Account No. XXXXXXXX1234