

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Manager's Name]
[Bank Name]
[Branch Address]

Subject: Request to Convert Account to Senior Citizen Priority Account

Dear Sir/Madam,

I am writing to formally request the conversion of my existing savings account (Account Number: [Your Account Number]) to a Senior Citizen Priority Banking Account.

I have recently reached the age of [Your Age] and would like to avail myself of the benefits and priority services offered by your bank to senior citizens. For your verification, I have attached copies of the following documents as proof of age:

- [List Document, e.g., Passport/National ID/Birth Certificate]
- [List secondary document if required]

I request you to kindly update my account status in your records so that I may benefit from the preferential interest rates and priority service counters at your branch.

Thank you for your assistance. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]