

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Update of Email Address for Digital Banking

Dear Customer Service Team,

I am writing to request an update to the email address associated with my digital banking profile. My account details are as follows:

- Full Name: [Your Full Name]
- Account Number: [Your Account Number]
- Old Email Address: [Previous Email Address]
- New Email Address: [New Email Address]

Please update my contact information in your system immediately. I would like all future digital correspondence, security alerts, and e-statements to be sent to the new email address provided above.

If you require any further verification or documentation to process this change, please contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]