

[Your Full Name]  
[Your Account Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Name]  
[Bank Branch Address or Department Name]  
[City, State, Zip Code]

**RE: Letter of Directive for Identity Verification Updates**

Account Number(s): [List Account Number(s)]

To the Management of [Bank Name],

I am writing this formal letter of directive to request an update to the identity verification credentials and personal information associated with my accounts listed above.

Please update your records to reflect the following changes:

- **Full Legal Name:** [Enter New Name or "No Change"]
- **Identification Document:** [Type of ID, e.g., Passport/Driver's License]
- **ID Document Number:** [Enter Number]
- **Expiration Date:** [Enter Date]
- **Updated Primary Phone:** [Enter Number]
- **Updated Email Address:** [Enter Email]

I have enclosed certified copies of the necessary documentation to verify these changes, including [list documents, e.g., a copy of my new government-issued ID, marriage certificate, or court order].

Please confirm in writing once these updates have been processed. If you require further information or additional verification steps, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]