

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

[Date]

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request to Transition Student Checking Account to Standard Checking

Dear Customer Service Team,

I am writing to formally request a transition of my current Student Checking Account to a Standard Checking Account. My account number is [Your Account Number].

I have recently completed my studies and am no longer eligible for the student account status. I would like to move my balance and all associated services to a standard account effective [Date].

Please let me know if there are any specific forms I need to sign or if there are updated fee schedules and terms of service I should be aware of. I would also like to confirm that my existing debit card and direct deposit settings will remain active during this transition.

Thank you for your assistance with this matter. I look forward to your confirmation.

Sincerely,

[Your Signature]

[Your Printed Name]