

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

[Date]

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

Subject: Request to Upgrade to Young Professional Checking Account

Dear [Bank Representative Name or Customer Service Department],

I am writing to formally request an upgrade of my current [Current Account Type] account (Account Number: [Your Account Number]) to the Young Professional Checking Account.

As I have recently transitioned into the workforce, I am interested in the specific benefits offered by this account tier, including [mention 1-2 features, e.g., lower monthly fees, higher withdrawal limits, or waived ATM fees].

I have attached the following documents to verify my eligibility for this account type:

- [Proof of Employment/Recent Paystub]
- [Copy of Government Issued ID]
- [Any other required document]

Please let me know if there are any additional forms I need to sign or if further information is required to complete this transition. I would appreciate it if you could confirm once the upgrade has been processed and inform me of any changes to my account terms or debit card.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]