

To,
The Branch Manager,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Date: [Current Date]

Subject: Request to change the debit account for Loan EMI payments

Dear Sir/Madam,

I am writing this letter to request a change in the bank account linked for the deduction of my Equated Monthly Installment (EMI) regarding my loan account.

The details of my existing loan are as follows:

- **Loan Account Number:** [Your Loan Account Number]
- **Loan Type:** [e.g., Home Loan, Car Loan, Personal Loan]

Currently, the EMI is being debited from the following account:

- **Current Bank Name:** [Existing Bank Name]
- **Current Account Number:** [Existing Account Number]

I would like to request you to debit all future EMIs from my new bank account as per the details below:

- **New Bank Name:** [New Bank Name]
- **New Account Number:** [New Account Number]
- **IFSC Code:** [New Bank IFSC Code]
- **Branch Name:** [New Bank Branch Name]

I have enclosed a cancelled cheque for the new account and a duly filled NACH/ECS mandate form for your records. I request you to update this change in your system as soon as possible to ensure timely payment of my next installment.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Full Name]
[Your Contact Number]
[Your Address]