

# Bank Account Name Change Request Letter

From,  
Anil Chopra,  
3 Green Avenue, Delhi  
India

Date: 1st June 2020

To,  
The manager  
The Indian Bank of,  
56 XYZ Enclave,  
India

Subject: Change of Name of the Account holder for Account Number - 098765432

Dear Mr. Ajay,

This letter is to inform you officially that I have changed my name. My previous name that is currently in records in the bank for the above account is Sunil Chopra.

I authorize you to change your records to my legal name: Anil Chopra. I have enclosed a copy of the proof.

I can be reached at my new xyz@gmail.com, 98787-98789, or at the above address if you have any questions.

Sincerely

[Signature of Person]

Anil Chopra

List of Enclosures: Proof of Name Change

