

Request Letter for Change Name in Cheque

From,
Anil Chopra,
67 Green Avenue, Delhi
India

Date: 5th July 2020

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

Subject: Change of name on the Cheque

Dear Mr Ajay,

This letter is to inform you officially that I have legally changed my name. My previous name which is currently in the bank records for the Account Numer - 66333110954 is Sunil Chopra.

I authorize you to change my name in the issued checkbooks to my legal name: Anil Chopra. I have enclosed a copy of proof of my name change.

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

Thank you

Yours Sincerely

[Signature of Person]

Anil Chopra

List of Enclosures: Proof of Name Change

