17 July 20XX

Mr. Mark Robin  
Manager  
XYZ Bank  
111 Main St.  
Washington, WA 00000

Dear Mr. Robin

The aim of writing this letter is to bring into your attention that officially I have changed my name due to certain reasons. I have an account in your bank having name Liza Herald and now I have changed my name from Liza Herald to Liza Marlow and legally using my new name everywhere. I have also made newspaper publication, gazette, and affidavit notification concerning the change in my name.

I would now like to make a request to you to change my name with my new legal name. Moreover, I have changed my residency so change my address to a new address as well. I have changed my name on all the important documents including PAN Card, driving license, degree certificates, and Voter’s id. Therefore, I want you to bring a change in my bank related records as well and update it to my new name. As proof, I have enclosed the copies of all the documents in which I have made a change in my name along with this letter.

I want you to do this on the prime concern and send a notification letter to me regarding the change in name with my new name as I have ordered for credit card and checkbook. I am quietly satisfied with your services because I have been a customer here for the last ten years and I hope that you will take consideration of this request. In case you need further information regarding this, I can be reached at email [email]. Thank you.

Regards,

Liza Marlow