

Date

Name of bank
Street address
City, State, Zip Code

Re: Request to change name on account number

Dear Sir or Madam:

I am a customer with bank name. My account or accounts if you have several is under my maiden name: Full pre-marriage name. However, I have recently married and now am legally known as: Full married name.

This letter is my formal request that you change your records of the account listed below to reflect my new legal name. In addition to my new name, your data should indicate my new address. Below I have listed the pertinent information you can use to update my bank account records:

Pre-marriage information	Married information
Full maiden name	New married name
Social Security number	Social Security number
Account type	Account type
Account number	Account number
Old mailing address	New mailing address
City, State and Zip Code	City, State and Zip Code

In addition to changing the information on my accounts, please issue me a new ATM card and checks in my new name.

If you have any questions about these changes, you can contact me by mail at my new address or by telephone at work phone number during business hours.

I am enclosing a copy of my marriage license. This will verify my name change and ensure accurate spelling on my updated bank records, ATM card and checks.

Thank you for your prompt attention to my request.

Your Signature
Your Typed Name
Your Address
City, State and Zip Code

Enclosure: marriage license (copy)