

Banking Name Change - Official

Subject: Account Holder Name Change Confirmation

Dear [Bank Name] Customer Service,

I am writing to confirm and request the update of my name on all accounts held with your institution. Following my recent legal name change, I need to ensure all banking records reflect my current legal identity.

Account holder details:

Previous name: [Previous Full Name]

New legal name: [New Full Name]

Account numbers: [List all account numbers]

Date of birth: [DOB]

Social Security Number: [Last 4 digits only]

I have attached certified copies of my court order approving the name change, along with my updated government-issued identification. Please update all accounts, checks, debit cards, credit cards, and any other banking products associated with my accounts.

Please confirm in writing once all changes have been completed and provide a timeline for when new banking materials (cards, checkbooks, etc.) will be issued in my new name.

If you require any additional documentation or have questions about this request, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Respectfully,

[New Full Name]

[Account Number]

[Date]

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