

Bank Account Change Intimation

Date: _____

To,
The Manager
[Bank Name / Company Name]
[Branch Address]

Subject: Intimation for Change of Bank Account Details

Dear Sir/Madam,

I/we request you to update our bank account details in your records. The details of the previous and new account are as follows:

Customer Name : _____

Customer ID / Account No : _____

Old Bank Account Details

Bank Name : _____

Branch & IFSC Code : _____

Account Number : _____

New Bank Account Details

Bank Name : _____

Branch & IFSC Code : _____

Account Number : _____

Kindly update your records accordingly and confirm once the changes have been made. If any further documentation is required, please let us know.

Authorized Signatory

Company Seal / Stamp

Name: _____

Designation: _____

Important Notes:

- Attach self-attested copy of new bank account proof (cancelled cheque/passbook/statement).
- Ensure all details are accurate and legible.
- Submit the request on company letterhead if applicable.
- For joint accounts, signatures of all account holders may be required.
- Allow sufficient processing time as per bank/organization policy.