

# 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.