

Application for Adding Email ID to Bank Account

1. Application for Email Update after Marriage Name Change

To,
The Branch Manager,
(Your Bank's Name),
(Your Bank's Branch),
(Your Bank's Address)

Subject: Application for Email Update after Marriage Name Change

Respected Sir/Madam,

I, (your former name), customer of your bank holding the account number (your account number), have recently gotten married. Due to my marriage, my name has been changed to (your new name). As a result, I wish to update my email address in the bank records to match my updated name.

I request you to kindly update my email address to (your new email address) in the bank records for my account number (your account number). All the necessary documents supporting my name change, including my marriage certificate and ID proof, are attached herewith for your reference.

I shall be grateful for your prompt assistance in this matter. Please feel free to contact me should you require any further information or clarification.

Thank you.

Yours faithfully,

(Your new name)
(Your new email address)
(Your contact number)
(Date)

2. Application for Additional Authorized User's Email ID in Bank Account

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

Subject: Application for Additional Authorized User's Email ID in Bank Account

Respected Sir/Madam,

I am writing this letter to request the addition of an authorized user's email ID to my bank account. I am [Your Name], holding a savings/current account in your prestigious bank with account number [Account Number].

I kindly request you to add the email ID of [Authorized User's Name], who is my [Relation to You], to my account. The email ID is [Authorized User's Email ID]. By adding this email ID, I wish to grant access to this authorized user for receiving account-related information, updates, and communication from the bank.

I understand that, as the primary account holder, I am ultimately responsible for any activities or transactions made by the additional authorized user, and I assure you that this authorization is being granted after careful consideration.

Kindly process my request at the earliest and confirm the addition of the authorized user's email ID to my account. Your cooperation in this matter is highly appreciated.

Thank you.

Yours faithfully,

[Your Name]
[Your Address]
[Your Contact Number]
[Your Email ID]

3. Application for Updating Email ID for Bank Account Alerts

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

Subject: Application for Updating Email ID for Bank Account Alerts

Dear Sir/Madam,

I, [Your Name], holder of a Savings/Current account (Account No: XXXXXXXXXX) in your esteemed bank, kindly request you to update my registered email ID for receiving bank account alerts and notifications.

Due to unforeseen circumstances, I am unable to access my previously registered email ID and have created a new one for my correspondence. I understand the importance of receiving timely updates on my account transactions, and as such, request you to update my email ID in the bank's records.

Please replace my old email ID (old.email@example.com) with my new email ID (new.email@example.com). I assure you that this change is solely for the convenience of receiving bank-related communication and does not involve any fraudulent intentions.

I understand that the bank may require me to undergo a verification process to validate the requested change. I am ready to cooperate and provide necessary details and documents as required. Kindly guide me through the process, and I shall ensure timely submission of the required information.

I would be grateful if you could expedite the process and update my email ID in the bank records at the earliest. Thanking you in anticipation for your prompt assistance.

Yours faithfully,

[Your name]
[Your signature]

[Your contact number]

Date: [Date of application]

4. Application for Rectifying Incorrect Email ID Linked to Bank Account

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

Subject: Application for Rectifying Incorrect Email ID Linked to Bank Account

Respected Sir/Madam,

I, [Your Name], hold a savings account in your esteemed bank with the account number: [Your Account Number]. Recently, I have noticed that an incorrect email ID has been linked to my bank account. Due to this discrepancy, I am unable to receive any communication, statements, and notifications sent by the bank to my email address.

I request you to kindly rectify this error at the earliest and update my bank account with the correct email ID: [Your Correct Email ID]. This will enable me to receive important information regarding my account without any hindrance.

Please find the necessary details below:

1. Account Holder's Name: [Your Name]
2. Account Number: [Your Account Number]
3. Incorrect Email ID: [Incorrect Email ID]
4. Correct Email ID: [Your Correct Email ID]
5. Contact Number: [Your Mobile Number]

I apologize for any inconvenience caused due to this error and appreciate your prompt action in resolving this issue. Kindly acknowledge the receipt of this application and confirm the updation of my correct email ID in your records.

Thanking you.

Yours faithfully,

[Your Name]

[Your Account Number]

[Your Mobile Number]

5. Application for Registering New Secondary Email ID for Account Recovery

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

Subject: Application for Registering New Secondary Email ID for Account Recovery

Respected Sir/Madam,

I, [Your Name], am holding a savings account in your esteemed bank with the account number [Your Account Number]. I am writing this letter to kindly request the registration of a new secondary email ID for account recovery purposes.

Due to some technical issues, I am unable to access my primary email ID, which is currently linked to my bank account. In order to avoid any inconvenience or delay in account recovery, I request that my new secondary email ID, [Your New Secondary Email ID], be registered for account recovery purposes.

I understand the importance of account security, and I assure you that this new email ID is secure and only accessible by me. I have also verified the email ID by responding to the confirmation link sent by the bank.

Kindly update my account details with the new secondary email ID and inform me once the process is completed. If any further information or documents are required, please feel free to contact me.

Thank you for your prompt attention to this matter.

Yours faithfully,

[Your Name]

[Your Contact Number]

[Your Complete Address]

Date: [Date of Application]