

# **Application to Bank Manager for Updating Mobile Number in Account Records**

## **1. Application to Bank Manager for Replacing Lost SIM and Updating Mobile Number in Account Records**

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

Subject: Application for Replacing Lost SIM and Updating Mobile Number in Account Records

Respected Sir/Madam,

I, [Your Name], am an account holder in your esteemed bank, holding a savings account with account number [Account Number]. I would like to bring to your notice that I have recently lost my mobile phone and, as a result, the registered SIM card associated with my account. I have acquired a new SIM card in replacement, and I kindly request you to update my account records with the new mobile number.

My previous mobile number was [Old Mobile Number], and my new mobile number is [New Mobile Number]. I request you to please update my new mobile number in the bank records at the earliest to ensure seamless banking services, including transaction alerts and OTPs.

Kindly acknowledge this request and take necessary action to update my mobile number in the bank records. I shall be highly grateful for your prompt assistance.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Address]

[City]

[Date]

## **2. Application for Integration of Business and Personal Mobile Numbers in Account Profile**

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

Subject: Application for Integration of Business and Personal Mobile Numbers in Account Profile

Respected Sir/Madam,

I, [Your Name], have been a customer of your esteemed bank for the past [number of years] years. I hold a Savings Account (A/c No: [Account Number]) and a Current Account (A/c No: [Account Number]) in your branch.

In order to manage my accounts efficiently and receive timely updates on transactions, I request you to kindly integrate my business and personal mobile numbers in my account profile. My business mobile number is +91-[Business Mobile Number] and my personal mobile number is +91-[Personal Mobile Number]. I would like to receive SMS alerts and notifications on both numbers as it will help me keep track of all the transactions on both the accounts seamlessly.

Kindly process my request at the earliest and update my account profile accordingly. My Customer ID is [Customer ID]. I have attached a photocopy of my Aadhaar Card and PAN Card as proof of identity.

I appreciate your assistance in this matter, and I would like to thank you in advance for your prompt attention to my request.

Yours faithfully,

[Your Name]

[Address]  
[City, Pin Code]  
[Email Address]  
[Phone Number]  
[Date]

### **3. Requesting Bank Manager's Assistance in Updating Mobile Number after International Move**

To,  
The Bank Manager,  
[Bank Name],  
[Branch Address],  
[City, Pin Code]

Subject: Request for Updating Mobile Number after International Move

Respected Sir/Madam,

I, [Your Name], have been a loyal customer of [Bank Name] since [Year], and my account number is [Account Number]. I am writing this letter to request your assistance in updating my mobile number in the bank records due to my recent international relocation.

I have recently moved to [New Country] for [mention the purpose, e.g., work, study, etc.] and as a result, I had to change my mobile number. My previous mobile number registered with the bank was +91 [Old Indian Mobile Number]. However, as I am now residing in [New Country], I have procured a new mobile number: [New Mobile Number with Country Code]. I kindly request you to update my new mobile number in the bank records to ensure that I continue to receive important updates, alerts, and OTPs related to my account and transactions.

I understand that updating my mobile number might require additional verification procedures. I am willing to comply with any necessary steps to confirm my identity and validate the change. Kindly guide me through the process and let me know if any further information or documents are required to complete the update.

I would appreciate your prompt attention to this matter as it is crucial for me to have my updated mobile number linked to my bank account for a seamless banking experience.

Thanking you in advance for your assistance and cooperation.

Yours faithfully,

[Your Name]

[Your Full Address]

[New Country]

Email: [Your Email Address]

Date: [DD/MM/YYYY]

#### **4. Application to Change Mobile Number in Account Records due to Privacy and Security Concerns**

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

Subject: Application to Change Mobile Number in Account Records due to Privacy and Security Concerns

Respected Sir/Madam,

I am writing to request a change of my registered mobile number in my account records with your esteemed bank. I hold a savings account in your branch with the account number: [Your Account Number]. Recently, I have been facing privacy and security concerns with my current mobile number, and I have decided to change it to ensure the safety of my personal and financial information.

In light of these concerns, I kindly request you to update my account records with my new mobile number: [Your New Mobile Number]. I understand that this process may require verification and completion of certain formalities, and I am willing to cooperate with the bank to ensure a smooth transition.

I would also like to take this opportunity to express my gratitude for the excellent banking services provided by your branch. I am confident that my request will be processed promptly and efficiently.

Thank you for your attention to this matter, and I look forward to a positive response from your end.

Yours sincerely,

[Your Name]

[Your Account Number]

[Your Old Mobile Number]

[Your New Mobile Number]

[Your Address]

[Date]

## **5. Application to Inform Bank Manager of Mobile Number Transfer to New Service Provider**

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

Subject: Application to Inform Bank Manager of Mobile Number Transfer to New Service Provider

Respected Sir/Madam,

I, [Your Name], holding the account number [Account Number] in your esteemed bank, would like to bring to your kind attention that I have recently transferred my mobile number [Mobile Number] to a new service provider. The change in the service provider has been done without changing my existing mobile number, which is registered with my bank account.

I request you to kindly update the bank's records to reflect this change in the service provider for my mobile number. I assure you that there will be no hindrance in receiving OTPs, bank alerts, and other communication from the

bank on this number. I am enclosing a copy of my new service provider's confirmation for your reference.

I hope you will consider my request and update the bank's records accordingly. Kindly acknowledge the receipt of this application and confirm the necessary changes at the earliest.

Thanking you,

Yours faithfully,

[Your Name]

[Account Number]

[Current Address]

[Mobile Number]

[Date]