

Application for Bank Account Name Correction

1. Application for Bank Account Name Correction due to Spelling Mistake

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

Subject: Application for Bank Account Name Correction due to Spelling Mistake

Respected Sir/Madam,

I am [Your Name], an account holder at your bank with account number [Your Account Number]. I am writing this letter to inform you that there is a spelling mistake in my name as mentioned in the bank records.

My correct name is [Correct Name], but it has been mistakenly recorded as [Name with Spelling Mistake]. This error must have happened unintentionally, and I kindly request you to make the necessary correction in your records.

I have attached a copy of my Aadhar card/ID proof for your reference. I kindly request you to update my account details with the correct spelling of my name at the earliest convenience.

Thank you for your prompt attention to this matter. I hope for a quick resolution to avoid any inconvenience in the future.

Yours sincerely,

[Your Name]
[Your Account Number]
[Your Contact Number]

2. Application for Bank Account Name Correction after Marriage

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

Subject: Application for Bank Account Name Correction after Marriage

Respected Sir/Madam,

I am writing to inform you that I recently got married, and due to this joyful occasion, I need to correct my name in my bank account from [Old Name] to [New Name]. My old name in the bank records is [Old Name] and I kindly request you to update it to [New Name].

I have attached the necessary documents such as my marriage certificate, Aadhaar card, and PAN card for your verification and records. I would appreciate it if you could kindly process this change at the earliest to avoid any inconvenience in the future.

I hope for your prompt attention to this matter and I am grateful for your assistance in updating my bank account details.

Thank you for your cooperation.

Yours sincerely,

[Your Name]
[Your Account Number]

3. Application for Bank Account Name Correction for Legal Documentation

To,
The Branch Manager,
[Bank Name],

[Branch Address],
[City],
[State],
India.

Subject: Application for Bank Account Name Correction for Legal Documentation

Respected Sir/Madam,

I am writing this letter to request a correction in my bank account name for legal documentation purposes. Currently, my bank account is registered under the name [Old Name], but I would like to change it to [New Name].

I have attached the necessary legal documents such as my Aadhaar card, PAN card, and proof of name change for your reference. Kindly update my account details as soon as possible to avoid any inconvenience in the future.

I would appreciate your prompt attention to this matter. Thank you for your cooperation.

Yours sincerely,
[Your Name]
[Your Account Number]

4. Application for Bank Account Name Correction for Identity Verification

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

Subject: Application for Bank Account Name Correction for Identity Verification

Respected Sir/Madam,

I am writing this letter to request a correction in my bank account name to ensure smooth identity verification. My name in the bank records is currently mentioned as [Current Name], while my correct name is [Correct Name]. This discrepancy in names may create confusion during transactions and identity checks.

I kindly request you to update my account details with the correct name [Correct Name] to avoid any inconvenience. This correction is essential for proper identification and security purposes.

I have attached a copy of my [ID Proof - Aadhaar Card/PAN Card/Passport] along with this application for your verification and records. Kindly make the necessary changes at the earliest and update me once the correction is completed.

Thank you for your prompt attention to this matter. I look forward to your cooperation in resolving this issue.

Yours sincerely,

[Your Name]

[Your Account Number]

[Contact Number]

5. Application for Bank Account Name Correction for Personal Preference

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

Subject: Application for Bank Account Name Correction for Personal Preference

Respected Sir/Madam,

I am writing this letter to request a change in the name on my bank account from [Current Name] to [Preferred Name]. I have recently decided to use a

different name due to personal reasons and would like to update it in all official documents, including my bank account.

My account details are as follows:

Account Holder Name: [Current Name]

Account Number: [Your Account Number]

Type of Account: [Savings/Current]

I kindly request you to process this name change as per my preference. I have attached the necessary documents, including my Aadhaar card and a self-attested copy of my PAN card for your reference.

I would appreciate it if you could update the bank records at the earliest convenience and issue me a new passbook and debit card with the corrected name.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Contact Number] for any further clarification or information required.

Yours sincerely,

[Your Name]