To

 The Bank Manager of Punjab Gramin Bank, [mention here the branch location name].

(Subject: Application for Phone Number Registration in my Bank Account)

Dear Sir,

 With due respect and humble submission, I beg to state that I am [Mention Your Name].

I have a Bank Account in Punjab Gramin Bank, [Mention Branch name], [Account Number], [Mobile Number], [Address]. I feel that I had made a mistake during the opening of bank account and forgotten to mention my phone number. Now I am mentioning my current active phone number i.e. [Mention here your current active mobile number] for being registered in my bank account.

Therefore, I shall be very grateful if you register my current phone number in my bank account.

Yours faithfully,

Name:

Address:

Mobile Number:

Account Number: