To

The Bank Manager of Vananchal Gramin Bank, [Write the branch location name].

(Subject: Request to change my mobile /phone number against existing one)

Dear Sir,

I wish to inform you that I am **N.N Naidu [write your name].** I have a bank account in Vananchal Gramin Bank, [write branch name], [Account Number]. This mobile number (xxxxxxx232) has registered in my bank account but currently it’s not active. So, I am mentioning here my current active mobile number which is 99XXXXXXXX for changing against the existing registered number.

Therefore, I shall be very obliged if you Change my Current Phone Number against the existing one.

Yours faithfully,

Name: **N.N Naidu**

Address: Village…….., Via:………., Dist.:……, State:…….,PIN:……..

Mobile Number: xxxxxxx232.

Account Number: yyyyyyyyyyyy.