To

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

(Subject: To update mobile /phone number in my grameen bank account)

Dear Sir,

 I am [Mention Your Name], I have a bank account in Sarva UP Gramin Bank, [Mention Branch name], [Account Number], [Mobile /phone Number], [Address]. I wish to bring to your attention that recently I have lost my phone /mobile number, which is registered in my account. Hence mentioning here my current active phone /mobile number i.e. [Mention here your current active mobile number] for being updated and simultaneously deactivate the bank services to my old mobile number to prevent the misuse of my bank account.

Therefore, I shall be very grateful if you update my current phone /mobile number and block my old number for bank services to prevent the misuse of my bank account.

Yours faithfully,

Name:

Address:

Current Active Phone /Mobile Number:

Account Number: