**The branch manager**

**J & K Bank**

**Safapora-191201**

**Date: \_\_/\_\_/\_\_\_\_\_**

**Subject**: Request Letter for Changing Partner of **Self-Help Group** Account

**Dear Sir/Madam,**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am writing this letter on behalf of **Self-Help Group**.

We would like to inform you that we hold a bank account in your branch bearing account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is to inform you that the partner of our firm has been changed from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We write this letter to request you to guide us on the procedure for updating the details of the new partner.

We hereby authorize the mentioned person to maintain our bank account and make any required monetary transaction on our behalf as mentioned above.

We look forward to your quick and kind response.

**Thanking You,**

**Yours faithfully,  
Self Help Group**

**Place:**