To

 The Bank Manager of Utkal Grameen Bank, [write the branch name].

(Subject: Request to register my mobile /phone number in Bank Account)

Respected Sir,

 With due respect and humble submission, I beg to state that I am **P.K Patra** [write your name].

I have a Bank Account in Utkal Grameen Bank, [write Branch name], [A/C Number], [Active Mobile /Phone Number]. I had forgotten to mention my phone /mobile number during bank account form fill up. Hence, I am mentioning my current active mobile /phone number **(911XXXXXXX)** for registration in bank account.

Therefore, I shall be thankful to you if you register my current active phone number in my bank account.

Yours faithfully,

Name: **P.K Patra**

Address: AT/PO…….., PS:………., Dist.:……, State:…….,PIN:……..

Mobile /Phone Number: 911XXXXXXX

Account Number: XXXXXXXXX123