To

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

(Subject: Application for changing of mobile number against existing one)

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]. My registered mobile number is not active. So hereby I am mentioning my Current Active Mobile Number i.e. [Mention here your current active mobile number] for being changed.

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

Yours faithfully,

Name:

Address:

Mobile Number:

Account Number: