To

The Bank Manager of Utkal Grameen 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 **D.S Das [write your name].** I have a bank account in Utkal Grameen Bank, [write branch name], [Account Number]. This mobile number (xxxxxxx456) has registered in my bank account but currently it’s not active. So, I am mentioning here my current active mobile number which is 994XXXXXXX 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: **D.S Das**

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

Mobile Number: xxxxxxx321.

Account Number: xxxxxxxxxx.