To

 The Bank Manager of Utkal Grameen Bank, [mention here the branch location name].

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

Dear Sir,

 I am R.S Kumar [Mention Your Name], I have a bank account in Utkal Grameen Bank, [Mention Branch name], [Account Number], [Mobile /phone Number].I wish to bring to your attention that recently I have lost my phone /mobile number, which is registered in my account. Hence I am mentioning here my current active phone /mobile number i.e xxxxxxx852 to update in my bank account and simultaneously requesting to 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: R.S. Kumar

Address: AT… PO… PS… Dist.… State…Pin….

Current Active Phone /Mobile Number: xxxxxxxxx2

Account Number: xyxyxyxyxyxy.