**To Place:**  
The Bank Manager, Date:  
Bank name,  
Bank’s address.

Sub: Student account to general account change application.

Dear Sir/Madam,

My name is **[your name]**, account holder of your bank with A/c no **4564XXXX456**. I am writing to convert my student account to a general account as I have completed my studies.

So please convert my account to a general account without any limits.

Thanking you.

Sincerely,  
Your name.  
Contact no.