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

Sub: Application to change student account to general account.

Dear Sir/Madam,

I am writing to request to change from my student account to a normal account. I have recently completed my education and soon I join a job.

Therefore, I would like to have a bank account with all facilities. So kindly convert my bank account to a normal account.

I shall be very grateful to you.

**Here are my account details**:

Name: Your Name  
A/C no: 2145XXXX21556

Regards,  
Your name,  
Contact no.