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

Sub: Request to convert student account to normal account.

Dear Sir/Madam,

I am **[your name]**, have a student account in your bank. I completed 18 years of age on **05 April 2023**. Therefore I want to change my student account to a normal account with all benefits.

Very soon I have to join a job, and for that also I need a fully operated bank account. So kindly convert the below account to a normal account.

A/C no: 31245XXXXX05.

Please find enclosed an Aadhar copy/ schooling certificate as my date of birth proof.

Looking forward to your prompt action in this matter.

Thanking you.

Yours sincerely,  
Your name,  
Contact no.