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

Sub: Student account to general account request.

Dear Sir/Madam,

My name is **[your name]**, have a student account in your bank with A/c no **2145XXXXX52**. I have finished my education and joined a job at **[company name]**.

Hence I would like to convert my student account to a normal account. My company will credit my salary by the end of this month. So kindly convert my account to a normal account.

As it is a salary account I further request you keep it as a Zero balance account.

I shall be grateful to you in this regard.

Thanking you.

Kind regards,  
Your name,  
Contact no.