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

Sub: Application to change from the student account to the general account.

Dear Sir/Madam,

Dear Sir/Madam,

I,**[your name**] am writing to request you to kindly change my student account bearing account no. **212354XXXX21** to the normal account with all the facilities.

At present, my account has an annual deposit limit of 1 Lakh and a balance limit of 50,000. As I have completed my education and entering a professional career I need an account without any such limits.

Therefore I request you convert my account to a normal account. Please inform me if you need any further information.

I shall be very grateful to you in this regard.

Thanking you.

Regards,  
your name.  
Contact no.