

Letter of Adjustment to Business Credit Details

Date: [Insert Date]

To Whom It May Concern,

Subject: Request for Adjustment of Business Credit Details

We are writing to formally request adjustments to our business credit details as outlined below:

Current Information:

- Business Name: [Current Business Name]
- Account Number: [Current Account Number]
- Registered Address: [Current Address]

New Information:

- Updated Business Name: [New Business Name]
- Updated Account Number: [New Account Number]
- New Registered Address: [New Address]

We appreciate your prompt attention to this matter and request confirmation once these changes have been made.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone]

[Your Company Email]