

# Vendor Account Details Change Notification

Dear [Vendor Name],

We are writing to inform you of a recent change to your account details associated with our vendor system.

## Previous Account Details:

- Account Name: [Old Account Name]
- Email: [Old Email]
- Phone Number: [Old Phone Number]

## New Account Details:

- Account Name: [New Account Name]
- Email: [New Email]
- Phone Number: [New Phone Number]

If you did not authorize this change, please contact us immediately at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]