

# Change of Bank Account Details

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally inform you that I have changed my bank account details. Please find the new account information below:

**New Bank Account Details:**

Bank Name: [New Bank Name]

Account Name: [New Account Name]

Account Number: [New Account Number]

Sort Code: [New Sort Code]

IBAN: [New IBAN] (if applicable)

Kindly update your records accordingly to ensure that all future transactions are processed to this new account. I appreciate your attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]