

# Account Number Update Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your account number has been successfully updated in our records. Please find the details below:

**Old Account Number:** [Insert Old Account Number]

**New Account Number:** [Insert New Account Number]

We recommend that you update your records accordingly and ensure that any future transactions reference your new account number.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]