

# Bank Detail Transition Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an important update regarding your banking details associated with your account at [Bank Name].

Effective [Insert Effective Date], we will be transitioning your account to a new bank detail as follows:

Account Name: [New Account Name]

Account Number: [New Account Number]

Routing Number: [New Routing Number]

We encourage you to update your records accordingly. If you have any questions or require assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank Address]

[City, State, Zip Code]