

Change in Banking Particulars Notification

To Whom It May Concern,

I am writing to formally inform you of a change in my banking particulars. Please update your records accordingly.

Previous Bank Details:

Bank Name: ABC Bank
Account Number: 123456789
Branch: Main Street Branch

New Bank Details:

Bank Name: XYZ Bank
Account Number: 987654321
Branch: Elm Street Branch

I would appreciate it if you could confirm the update of my banking information and ensure that all future transactions are directed to my new account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]