

# Notice of Change of Account Details

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have made changes to our account details.

## **New Account Details:**

Account Name: [New Account Name]

Account Number: [New Account Number]

Bank Name: [New Bank Name]

Branch: [New Branch Name]

We kindly ask you to update your records accordingly. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]