

# Important: Revised Banking Information Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a recent update to our banking information that will take effect starting [Effective Date].

Please note the following revised banking details for future transactions:

- **Bank Name:** [New Bank Name]
- **Bank Address:** [New Bank Address]
- **Account Name:** [New Account Name]
- **Account Number:** [New Account Number]
- **SWIFT/BIC Code:** [New SWIFT/BIC]

Please update your records accordingly and ensure that all future payments are directed to the new account starting from the effective date mentioned above. We appreciate your prompt attention to this matter.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Contact Information]