

Account Number Update Confirmation

Date: [Insert Date]

To: [Insert Recipient Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient Name],

We are writing to confirm the update made to your corporate account number. Please review the following details for accuracy:

Account Holder Name	[Insert Account Holder Name]
Old Account Number	[Insert Old Account Number]
New Account Number	[Insert New Account Number]

If the details above are correct, no further action is required. If you notice any discrepancies, please contact our customer service team at [Insert Contact Information] within [Insert Time Frame].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]