

Account Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Dear [Recipient's Name],

This letter serves to notify you of an internal transfer of account responsibilities from [Current Account Holder's Name] to [New Account Holder's Name], effective [Effective Date].

Details of the account transfer are as follows:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Current Account Holder: [Current Account Holder's Name]
- New Account Holder: [New Account Holder's Name]
- Transfer Date: [Transfer Date]

It is imperative that both parties collaborate to ensure a smooth transition of responsibilities. [Current Account Holder's Name] will coordinate with [New Account Holder's Name] to transfer all relevant information and documentation.

If there are any questions regarding this transfer, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]