

Account Transfer Notification

Date: [Insert Date]

To: [Service Provider Name]
[Service Provider Address]

Dear [Service Provider Contact Name],

We are writing to formally notify you that our account for [Account Name/Number] with your organization is being transferred to a new account under the name [New Account Name] effective [Transfer Date].

All future transactions and communications regarding this account should be directed to the new account details listed below:

- New Account Name: [New Account Name]
- New Account Number: [New Account Number]
- New Address: [New Address]

Please update your records accordingly and confirm receipt of this notification at your earliest convenience.

Thank you for your attention to this matter.

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