

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have updated your payment details in our records.

Please find the new payment information below:

- **Account Holder Name:** [New Account Holder Name]
- **Bank Name:** [New Bank Name]
- **Account Number:** [New Account Number]
- **Sort Code:** [New Sort Code]

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]