

# Notification of Business Bank Account Name Change

Date: [Insert Date]

[Bank Name]

[Bank Address]

Dear [Bank Manager's Name],

We hope this message finds you well. We are writing to formally notify you of a change to our business bank account name.

Effective [Insert Effective Date], our business name will change from [Old Business Name] to [New Business Name]. We request that all future correspondence and transactions be updated to reflect this change.

Please find attached the necessary documentation for this change, including:

- Certificate of Amendment
- New Business License
- Government Notification (if applicable)

We appreciate your attention to this matter and look forward to your confirmation of the updates. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[New Business Name]

[Business Address]

[Contact Information]