

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Change of Bank Account Information

I hope this message finds you well. I am writing to inform you of an update regarding my bank account details for processing payments.

Please find the new bank account information below:

- ****Bank Name****: [New Bank Name]
- ****Account Holder Name****: [Your Name]
- ****Account Number****: [New Account Number]
- ****Routing Number****: [New Routing Number]

Kindly update your records accordingly. I appreciate your attention to this matter and request confirmation of the update.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]