

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

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

Dear [Recipient Name],

Subject: Notification of eWallet Address Change

I hope this message finds you well. I am writing to inform you that I have recently changed my eWallet address.

My previous eWallet address was:

[Old eWallet Address]

My new eWallet address is:

[New eWallet Address]

Please update your records accordingly to avoid any disruptions in transactions or communications. If you have any questions or need further verification, feel free to reach out to me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company, if applicable]