

To

[Recipient Name]

Subject: Change of Bank Account :

Dear Mr. Yong,

I am writing this letter to request a change of bank account in your records. I want to request that my salary be credited to my new account from this month i.e. February 2018.

I had a salary account in ABC bank (Account number) which was operational for the past five years. My salary was transferred monthly to this account. The bank has increased their charges for salary accounts by 10 percent which cuts a major part of my salary figure unnecessarily. When I experienced this, I looked for other options and found that no other banks have such high charges.

I have closed my account in ABC bank and opened a new account in XYZ bank. Following are the new details:

Name of the bank: XYZ

Name of Account holder: George Smith

Account number: [Acc. No]

Branch code: [Code]

Kindly, change the details of my bank account in your records so that no issue regarding salary transfer arises. I would be highly grateful to you. If you want any other information, feel free to contact me on: [Contact]

Regards,

George Smith

Letter To Inform Change Of Bank Account

JG Myers



Letter To Inform Change Of Bank Account:

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