

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Change in Electronic Funds Transfer (EFT) Details

Dear [Recipient Name],

This letter is to formally confirm that we have processed your request to update your Electronic Funds Transfer (EFT) payment information. The changes have been successfully updated in our system.

The following details have been modified:

- **Account Holder Name:** [Name]
- **Bank Name:** [Bank Name]
- **Account Number (Last 4 digits):** [Last 4 Digits]
- **Effective Date:** [Date]

Please note that all future payments from [Company Name] will be deposited into this newly designated account. We recommend that you monitor your next scheduled payment to ensure the funds are received correctly.

If you did not authorize this change, or if any of the information listed above is incorrect, please contact our Finance Department immediately at [Phone Number] or via email at [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]