

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient Name or Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Update to Bank Account and Billing Information

Dear [Contact Person Name],

I am writing to formally notify you of a change in my banking information for all future payments and billing cycles related to my account, [Account Number or Reference Number].

Please update your records to reflect the following new bank details, effective [Date]:

- **Bank Name:** [New Bank Name]
- **Account Holder Name:** [Name on Account]
- **Account Type:** [Checking/Savings]
- **Routing Number:** [Routing Number]
- **Account Number:** [New Account Number]

Please ensure that any upcoming automatic withdrawals or direct debits are transitioned to this new account. I have also attached [mention any required documents, e.g., a voided check] to verify these details.

Kindly confirm via email once these changes have been processed. If you require any additional information or have specific forms for me to complete, please let me know as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]