Your Name

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I want to bring your attention to make a change in my salary transfer method. Currently, I am receiving my salary via [DETAILS] but now I want to change this method. [Write some detail of the flaws in the previous method]. So, it is better for me now to receive my salary via bank account transfer.

Attached to this letter are my bank account details and payroll history form.

With thanks

Your Name

[Title]