Your Name

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This letter is a formal request letter for changing the salary transfer method for me as the current method is not so convenient. The forms, my new account details, my salary slip, and some other related documents have been enclosed with the letter. I will appreciate your timely attention to this issue. I can be reached easily through my phone number [312-xxx-0987] and my email address [EMAIL].

With thanks

Your Name

[Title]