[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this to request you to change my salary transfer account. The old account [#XXX-xxxx] that I was using has some technical issues and I don't want to continue with it anymore.

I have attached here with the details of the new bank account. I hope the procedure of this transfer of account will not be difficult. Please let me know for any help to complete the process.

Sincerely,

[Your Name]

[Title]