[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 letter to update my salary transfer account. I have closed the previous bank account due to some personal reasons.

Attached to this letter is the details of the new bank account. Please update my salary transfer account to the new cited bank account and let me know to provide you with any information to facilitate and ease the process.

Sincerely,

[Your Name]

[Title]