To

[Recipient Name]

**Subject:** **Change of Bank Account**

Dear Mr. John,

I am writing this letter to notify about a change in my bank account for salary transfer. I want to request for changes in your records and that my salary be credited to my new account from this month i.e. September 2018.

According to your records, my salary was credited every month to my ABC bank account (account number). However, I had been experiencing many different problems with ABC bank for around a year. Their online services are limited and are frequently unavailable. Their ATM system is weak, and I often cannot withdraw money because their system is down. I am a salaried person with limited income and often do not have cash in hand. Therefore, I have closed this account and opened a new one at XYZ bank.

Following are my new details:

Name of the bank: XYZ

Name of Account holder: Emily Watson

Account number: [Acc. No]

Branch code: [Code]

As the closing procedure would take some time and my salary is due in a few days, I do not want to face any transfer issue that is why I am informing you beforehand through this letter. I would be highly obliged if you make the changes in your records. Thank you in advance.

If you want any further details, please contact me at [Contact].

Regards,