Date:

**Subject:                Change of bank account details**

Dear Sir/Madam,

I am writing to inform you that I have applied to close my current account number [enter account number] with [bank name]. The reasons were that I have three accounts which were more than I need. I decided to close the account with the least services as compared to other accounts.

My new account details are as follows:

A/C title:  
A/C number:  
Branch code:  
A/C type:  
Bank:  
State:

Kindly make the relevant changes in my accounts file so that my future salary payments can be made to the new account.

Thank you for your cooperation.

Sincerely,