Date:

Dear Sir / Madam,

This letter is being written to inform you that the company has changed its account details. Please make sure that you update your records so that all future transactions from your side are credited to the new account of the company.

The details of the current account of the company are:

Name of the bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch No. \_\_\_\_\_\_\_\_\_\_\_

Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With regard to the information of the new account provided above, it is to notify you that the invoice issued to you on 21st November 2021 has been changed. The company will issue you the new invoice and will be sent to your address.

If you have any queries, please contact me on (mention your phone number).

Thank you for your support

Yours sincerely.

Name of the sender,

Signatures of the sender

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_