Date:

To

[The Recipient Name]  
[Designation]  
[Company Name]

My name is Johnson, and I am working as a computer operator in your company. My salary is being credited to my personal bank account number [04192888]. However, I want to inform you that I have changed my bank account for some personal reasons. I have relocated with my family to another state.

Due to this reason, my bank account number has been changed. It cannot be used for salary withdrawal anymore. In fact, I was forced to shift my account to another relocated state.

My new account number is [0109299]. I hereby request you to update my older information so that the salary could be credited to my new account number only. I want to inform you further that our accounts office may face difficulty while transferring the salary to my new account. Therefore, you are also requested to verify my employee verification form in order to activate my new account in a new bank. The said form is enclosed with this letter.

You are also requested to direct the relevant department to update my account information. Only then it would be possible for me to withdraw my salary right from my new bank account. I shall be very thankful to you for this act of kindness.

[Your Name]  
[Employee ID]  
[Department Name]

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