[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Date:

To

[The Recipient]

Dear [X]

I am writing this letter to inform you regarding the change in my salary transfer account. I am Adam Robe and working as a marketing manager assistant in your company. It has been five years now since I am working here. The salary I get each month is 5,000$ together with allowances. Because of some reason, I have closed the bank account that was in my use earlier. My old account number was [123-0000000] and due to technical issues, I cannot move further with it. I want you to transfer the salary for this month to my new account.

My new account number is [X] and is in XYZ Bank. You are requested to streamline my previous salary transfer account and update it to the new account as mentioned above. You can let me know if you want any formation to ease and facilitate the process. For your ease, the details of my new account are attached to this letter.

As far as I know, this process is not a hard ordeal. Keeping in view the above-described situation I hope that you will bring my request into consideration and will do something in this regard. The new month is about to start, and the salaries are transferred to accounts on the 2nd of each month. It would be trouble for me if you do not update my salary account to a new account. I hope that my request will be heard, and you will do something about this. This would be a great act of kindness on your behalf.

Regards,  
Adam Robe