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

Date:

To

[The Recipient]

Dear [X]

Hope you are doing well, and everything is doing great around the corner. I am Mark Twain, the director of the finance department, and have been providing my services in your company for the past seven years. I am penning down this letter to intimate you about the change in my salary transfer account. My previous bank account has been hacked and due to this, I have made a new bank account in XYZ bank having account number [X]. I am informing you this well before time because our salaries are about to come, and I want you to update my previous account with a new one.

I was getting 8500$ salary per month excluding the allowances and my previous account number was [X]. You are requested to refurbish my previous salary transfer account and update it with the new account as described above. You can let me know if you want any formation to ease and expedite the process. For your ease, the details of my new account are affixed with this letter. Due to a change in the bank account, I request you to change my bank record as well and update it with the present one. I have also attached copies of all the required documents with this letter. I request you to put it in action as soon as possible and inform me via email or letter that either you have updated my salary transfer account or not.

As far as the process of updating the salary transferred account is concerned it is not a tough task. Keeping in view the above-stated situation I hope that you will give my request a kind contemplation and will do something in this respect. The new month is coming ahead and the accounts department transfers salaries to accounts on the 3rd of each month. It would be inconvenient for me if I do not get a salary for my new bank account. Thank you.

Yours truly,

Mark Twain