To,

[Name of Recipient]

[Designation of Recipient]

[Recipient Company Name]

Date:

**Subject: Notification Letter from Bank to Client**

Dear Mr./Mrs.[name of Recipient],

I hope you will find this letter in great health. I am [sender name] and I am [sender designation] of [name of bank]. I am writing this letter to notify you that we are no longer using the account details which were shared earlier with you, of account number [mention account number and bank branch code].

Kindly make sure to note that the above account details for the account shall not be valid from [mention the date]. So, we request you to process and forward the given below new account details for future payments or transfers:

[mention Account Title, Account number, bank branch code, etc.]

Thanking You,

[Sender Name]

[Sender Designation]

[Sender Contact Details]

[Sender Signature]