John Citizen

123 Busy St.

Sydney NSW 2000

93100000

Sample Company

123 Main St.

Sydney NSW 2000

05/03/2007

Dear Sir/Madam,

**Change of direct debit information for John Citizen, customer reference number RN123456**

I have changed the bank account from which I would like my direct debits to be deducted. Please update your records to make sure all future payments are deducted from my new Commonwealth Bank account.

**Previous account details**

|  |  |
| --- | --- |
| Financial institution: | Previous Bank |
| Branch: | Sydney |
| Account name: | John Citizen |
| BSB: | 010000 |
| Account number: | 12345678 |

**New Commonwealth Bank account details**

|  |  |
| --- | --- |
| Branch: | Martin Place |
| Account name: | John Citizen |
| BSB: | 060000 |
| Account number: | 12345679 |

Please ensure your records are updated to reflect this change as soon as possible. If you have any questions, please do not hesitate to contact me on 9310000.

Thank you for your assistance.

Yours sincerely,

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John Citizen

The above information has been checked and is believed to be correct.