John Citizen

123 Busy St.

Sydney NSW 2000

93100000

Sample Company

123 Main St.

Sydney NSW 2000

05/03/2007

Dear Sir/Madam,

**Re: Change of account to which my salary is credited**

Employee ID: 123456

I have changed the bank account to which I would like my salary to be paid. Please update your records to make sure all future salary payments are credited to the following Commonwealth Bank account:

|  |  |
| --- | --- |
| 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 in account. 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

I have checked the above information and believe it is correct.