

Request Letter for Transfer of Payment

From,
Davis Patrick
P.O. Box 147 2546 Sociosqu Rd.
Bethlehem Utah 02913
(939) 353-1107

21-05-2016

To,
Joan Romero
666-4366 Lacinia Avenue
Idaho Falls Ohio 19253

Subject: (*****))

Dear Joan Romero,

This is to state that due to some personal reasons I have to close my account in XXXX bank from the coming year . Thus I would like request you to transfer my payment to the new account in ABC bank on account number 9807XXXXXXXXX175.

My previous account will be inactive from 01st January 2019.

Please let me know if any more details is needed for the process.

Sincerely,
(Your Signature)
Davis Patrick

