

Subject: Confirmation Required: Payroll Information for Al

Dear Al,

I hope this email finds you well. We are in the process of updating the payroll records for Knowledge College, and we require some additional information from you to ensure accurate and timely payments.

Could you please confirm the following details:

Date of Birth: 12/09/2000

Home Address: 19 COOPER STREET, BYRON BAY, NSW 2481

Bank Account Name: Commonwealth Bank of Australia

BSB NO: 139994

Account No: 42954424

Please be assured that the security of your personal information is of utmost importance to us, and all information provided will be handled with strict confidentiality in accordance with our company's privacy policies.

Your prompt cooperation in providing the requested information would be greatly appreciated. Kindly reply to this email with the required details at your earliest convenience.

If you have any questions or concerns regarding this request, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Best regards,

Cedric Jesse

HR, [8]