# Email: Change of Bank Details Request

From: accounts@xy-z.co

To: ap@company-monitored.com

Subject: URGENT: Update to Bank Account Details for Future Payments

Dear Accounts Payable Team,

We are writing to inform you that our company bank details have changed, effective immediately. Kindly make all future payments to the new account as specified in the attached form.

Please confirm once you have updated your records.

Thank you for your prompt attention.

Best regards,

XYZ Vendor Accounts Team

accounts@xy-z.co