

To: [Payroll Department / Employer Name]

From: [Your Full Name]

Date: [Current Date]

Subject: Request to Update Direct Deposit Information

Dear Payroll Team,

Please use this letter as a formal request to update my direct deposit information for my payroll payments. I would like my future deposits to be sent to the following account:

- **Bank Name:** [Name of Bank]
- **Account Type:** [Checking or Savings]
- **Routing Number:** [9-digit Routing Number]
- **Account Number:** [Your Account Number]
- **Deposit Amount:** [Entire Paycheck or Specific Dollar Amount]

I have attached a voided check for this account to verify the details provided above.

Please let me know if you require any additional forms or information to complete this change. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID Number]