

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Reassignment and Change of Payment Address

Dear [Customer Name/Accounts Payable Department],

Please be advised that effective [Date], your account has been reassigned to [New Entity/Department Name].

In conjunction with this change, please update your records to reflect our new remittance address. All future payments and correspondence regarding your account should be directed to the following address:

[New Company Name]
[New Mailing Address]
[City, State, Zip Code]

If you make payments via Electronic Funds Transfer (EFT) or Wire, please use the updated banking information provided below:

- Bank Name: [Bank Name]
- Account Name: [Account Name]
- Account Number: [Account Number]
- Routing Number: [Routing Number]

Please ensure that all payments due after [Date] are sent to this new location to avoid any processing delays. Your current contract terms and outstanding balances remain unchanged.

If you have any questions regarding this transition, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]