Your full name

Line 1 address

Suburb/City State Postcode

Contact Phone Number

Recipient organisation name
Address
Suburb State Postcode

(Insert date) \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

**Re: Change of direct debit information for (insert your full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, customer reference number (insert your customer reference number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have opened a new bank account with Defence Bank which I would like my direct debits to be deducted. Please update your records to make sure all future payments are deducted from the following account:

**Previous account details**

|  |  |
| --- | --- |
| Financial institution: |  |
| Branch: |  |
| Account name: |  |
| BSB: |  |
| Account number: |  |

**New Defence Bank account details**

|  |  |
| --- | --- |
| Account name: |  |
| BSB: |  833 205 |
| Account number: |  |

Please update your records to reflect this change as soon as possible. Should you have any questions, please contact me on (insert your contact phone number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your assistance.

Yours sincerely,

............................................................

(Insert your full name)

The above information has been checked and is believed to be correct.