Your full name

Line 1 address

Suburb/City State Postcode

Contact Phone Number

Recipient organisation name
Line 1 address
Suburb/ City State Postcode

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

Dear Sir/Madam,

**Re: Change of account to which my salary is credited**

Employee ID: (Insert employee ID) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have changed the bank account where my salary is being paid. Please update your records to ensure that all future salary payments are credited to the following Defence Bank account:

**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.