

Letter 2

Draft letter: for transferring direct debit standing orders to a new account (utility bills, tax, etc.)

Name: _____

Address: _____

Telephone: _____

To: The Manager
FIMBank p.l.c.
Mercury Tower,
The Exchange Financial & Business Centre,
Elia Zammit Street,
St. Julian's STJ 3155, Malta
Website: www.fimbank.com
Company Registration Number: C 17003

Date: _____

Re: Change of bank account details

Dear Sir/Madam,

Please note that my bank account details have changed.

The details of my new account are as follows:

Bank: _____

Branch: _____

Account No: _____

IBAN: _____

Please use this bank account for all direct debit standing order payments in accordance with the authorisation I have given you.

Thanking you in advance.

Yours sincerely,

Signature: _____

Full Name: _____