

# Letter 1

## To the Accounts Department

Company Name
Company Address
Your Address
Date

## Request to Credit my payments to my new Ulster Bank Account

Dear Sir/Madam

Please arrange for my/our \_\_\_\_\_ payments to be paid to my/our new Ulster Bank account, with effect from \_\_\_\_\_ (date), as detailed below:

Name									
Reference Number									
Branch									
Account No									
Sort Code	9	8							
BIC	U	L	S	B	I	E	2	D	
IBAN									

Thank you.

Yours faithfully

Your signature
Your name printed
Second signature
Second name printed