To

Place and date:

Subject: Request to change bank details for salary payments

For the attention of the Human Resources Department,

con la prI hereby kindly request that, starting with the next salary payment, my salary and any other payments or reimbursements due to me be credited to the following bank account:

- **Beneficiary:**
- **Beneficiary's address:**
- **Bank name:**
- **IBAN:**
- **BIC:**
- **Currency:**

Thank you for your assistance and cooperation. Yours sincerely,

Full Name

Signature