

Insert Company Logo Here

Business Letter Example

[Insert date]

Name
Address
City/State/Zip

Subject: Change of ACH Company Identification (ACH Co. ID)

Dear Valued Client,

This is to inform you that our company has recently changed its ACH Company ID from 3950726412 to [Insert company ID with preceding 9]. This change will take effect on **Monday, June 10, 2019**.

You may need to notify your financial institution of this change to ensure that your debits/credits from us continue to post without interruption.

As always, we will continue to serve you with the same devotion and quality that you have come to expect from us. It will be a pleasure to do business with you in the future.

Sincerely,
[Add your business contact information]