

# SYNOVUS ACCELERATE AR

## Suggested template letter to support notification before November 9, 2022, of new remittance address

[Date]

[Company Name]

[Client First and Last Name]

[Address 1]

[Address 2]

[City, State Zip]

### Notice of Remittance Address Change Effective November 9, 2022 – Action Required

Our remittance address for payments will change effective November 9. Please note the new remit to address below and update your payment system. ***You may begin submitting payments to this address beginning, but not before, November 9.***

### New remittance address for payments effective November 9:

[Insert Company Name]

Insert c/o Special Instruction if Needed]

[Insert P.O. Box]

[Insert City, State and Zip]

If you are submitting your payments electronically by ACH or Wire Transfer, by credit or debit card, or have already updated your systems to reflect our new payment address above, please disregard this notification.

Should you have questions regarding this notice or about your payments in general, call us at [XXX-XXX-XXXX] from [Insert Business Hours].

Thank you,

[Insert Signer/Company Name]