

>>Template communication to support notification of new remittance address

[Date]

[Company Name]

[Client First and Last Name]

[Address 1]

[Address 2]

[City, State Zip]

Notice of New Remittance Address – Action Required

Our remittance address for payments has changed. Please note the new remit to address below and update your payment system. You may begin submitting payments to this address effective **April 3, 2023**, and we ask that you do so to avoid any delay in payment processing.

New Remittance Address for Payments:

[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]