

*FORMAT TO BE FORWARDED ON COMPANY LETTER HEAD*

*Doha Bank  
Corporate Branch*

*xx/xx/2021*

*Dear Sir,  
Please update our contact details as well as other services on our Account no.  
222-xxxxxx*

*Correct Company Name in English :-----.*

*Complete Office Location:*

*Building No. & Name:*

*Street No. & Name : City:Doha, Country:Qatar*

*Email:*

*Mobile No.:*

*Telephone no.: Fax No.:*

*PO Box No.:*

*We look forward that this account will be updated at the soonest possible time.*

*Thanks & Regards*

*Customer Signature*