

# Supplier Banking Details for Direct Deposit

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Email: [Supplier Email]

Phone: [Supplier Phone Number]

## To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to provide you with our banking details for the purpose of direct deposit payments. Please find our banking information listed below:

### Banking Details

**Bank Name:** [Bank Name]

**Account Name:** [Account Name]

**Account Number:** [Account Number]

**Routing Number:** [Routing Number]

**SWIFT/BIC Code:** [SWIFT/BIC Code]

We kindly ask you to verify that this information is accurate and notify us if you require any further details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]