

Direct Deposit Instructions

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Name],

We are pleased to inform you that our company has implemented a direct deposit system to streamline payments to our suppliers. This method ensures a quicker and safer way to receive your funds. Please find below the instructions for setting up your direct deposit:

Direct Deposit Setup Instructions

1. Provide your bank account details including:
 - Bank Name: [Insert Bank Name]
 - Account Number: [Insert Account Number]
 - Routing Number: [Insert Routing Number]
2. Complete the attached Direct Deposit Authorization Form.
3. Submit the completed form to our accounts payable department at [Email/Physical Address].

Please ensure that the information provided is accurate to avoid any delays in processing your payments. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]