

Supplier Direct Deposit Request

Date: [Insert Date]

To: [Insert Company Name]

Attention: Accounts Payable Department

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Insert Contact Name],

We are writing to request the establishment of a direct deposit arrangement for our future payments. This will streamline the payment process and ensure timely receipt of funds.

Below are the necessary details to initiate the direct deposit:

- Supplier Name: [Insert Supplier Name]
- Bank Name: [Insert Bank Name]
- Bank Address: [Insert Bank Address]
- Account Number: [Insert Account Number]
- Routing Number: [Insert Routing Number]
- Type of Account: [Checking/Savings]

Please let us know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Position]

[Supplier Company Name]

[Contact Information]