

Electronic Payment Setup Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are pleased to inform you that we are transitioning to an electronic payment system to streamline our processes and enhance efficiency. To facilitate this, we kindly request you to provide the necessary information for your electronic payment setup.

Required Information:

- Bank Name: [Insert Bank Name]
- Bank Account Number: [Insert Account Number]
- SWIFT/BIC Code: [Insert SWIFT/BIC Code]
- Account Type: [Insert Account Type (e.g., Checking, Savings)]
- Tax Identification Number: [Insert TIN]

Please complete the attached form with the requested information and return it to us by [Insert Deadline]. Your prompt attention to this matter will help ensure there are no delays in future payments.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]