

# Supplier Funds Transfer Setup

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to confirm the setup of funds transfer for your account with us. To ensure timely and efficient processing of payments, please provide the following banking details:

- **Bank Name:** [Insert Bank Name]
- **Account Number:** [Insert Account Number]
- **Routing Number:** [Insert Routing Number]
- **SWIFT/BIC Code:** [Insert SWIFT/BIC Code]
- **Bank Address:** [Insert Bank Address]

Upon receipt of this information, we will process your funds transfer setup within [insert time frame] and notify you once it is complete.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]