

Supplier Payment Information for Direct Deposit

Date: [Insert Date]

[Supplier Name]

[Supplier Address Line 1]

[Supplier Address Line 2]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are pleased to inform you that we are now offering direct deposit as a payment option to facilitate timely and secure payments. To set up your payments via direct deposit, please provide us with the following information:

- **Bank Name:** [Insert Bank Name]
- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **Routing Number:** [Insert Routing Number]
- **Account Type:** [Insert Account Type (Checking/Savings)]

Please ensure that the information provided is accurate to avoid any delays in processing your payments. You may send the information by replying to this email or by mailing it to our address.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address Line 1]

[Your Company Address Line 2]

[City, State, Zip Code]

[Your Contact Information]