

Recipient Details Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to verify the details related to your electronic funds transfer (EFT) to ensure the accuracy of our records. Kindly confirm the following information:

- **Account Holder Name:** [Insert Name]
- **Bank Name:** [Insert Bank Name]
- **Account Number:** [Insert Account Number]
- **Routing Number:** [Insert Routing Number]
- **Transfer Amount:** [Insert Amount]
- **Transfer Date:** [Insert Date]

Please respond to this letter by [Insert Response Deadline] with your confirmation or any corrections needed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]