

[Address 1]
[Address 2]
[Address 3]
[Address 4]

[Date]

Dear [Customer]

Re: payment of invoices via BACS

Most of our suppliers are now paid by BACS as this is the most cost effective and safest way for paying your invoices. We will now pay you directly into your bank account thereby saving you time.

To receive your payments via BACS, we need to know the sort code and account number of your bank account - so please complete and return the form below.

There is the possibility of admin charges being applied to future cheque payments.

Many thanks for your support with this initiative.

Yours sincerely

[Name]

Please pay me more efficiently

Name	<input type="text"/>
Position	<input type="text"/>
Name of Organisation	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Tel No	<input type="text"/>
Fax No	<input type="text"/>
Your Supplier Reference	<input type="text"/>

Bank	<input type="text"/>
Branch	<input type="text"/>
Sort Code	<input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/>
Bank Account Name	<input type="text"/>
Account No:	<input type="text"/>

As confirmation of the above details, I have enclosed/
Forwarded a copy of our company paying-in slip (tick box)

Signature	<input type="text"/>
Date	<input type="text"/>