**PLEASE REPLACE WITH OFFICIAL COMPANY LETTERHEAD**

**Date:** (Enter Date)

Dear Sir/Madam,

Please find below the bank details for (Insert Company Name), which is located at (Insert Company Address)

**Bank Name:** (Enter Bank Name)

**Account Name:** (Enter Account Name)

**Account Number:** (Enter Account Number)

**Sort Code:** (Enter Sort Code)

**E-mail address for the invoices to be sent to:** (Enter e-mail address)

**Phone number for any invoice related queries:** (Enter phone number)

Yours Sincerely,

**Name:** (Enter Name)

**Title:** (Enter Job Title)

**Signature:** (Place signature)