

Date: [Insert Date]

To: [Recipient Name/Accounts Payable Department]

Company: [Client Company Name]

Address: [Client Address]

Subject: Notification of Automated Clearing House (ACH) and Wire Transfer Protocol Adjustments

Dear [Contact Name],

This letter serves as formal notification regarding adjustments to our payment protocols for Automated Clearing House (ACH) and Wire Transfers, effective [Insert Effective Date].

To enhance security and streamline our reconciliation process, we have implemented the following procedural changes:

- **Verification Requirement:** Any changes to banking coordinates must now be verified via a secondary verbal confirmation with our authorized financial representative.
- **Standardized Remittance:** All transfers must include the [Invoice Number/Customer ID] in the remittance field to ensure timely application of funds.
- **Updated Banking Information:** Please see the attached documentation for our updated routing and account numbers.

Please update your accounting systems to reflect these adjustments. Failure to adhere to these updated protocols may result in processing delays or returned transfers.

Should you have any questions regarding these security updates, please contact our Finance Department at [Insert Phone Number] or [Insert Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]