

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Accepted Payment Methods and Remittance Instructions

Dear [Customer Contact Name],

To ensure the efficient processing of your account, please find below our accepted payment methods and instructions for submitting your remittances.

1. Accepted Payment Methods:

- Electronic Funds Transfer (ACH/Wire)
- Credit Card (Visa, MasterCard, American Express)
- Company Check

2. Bank Details for ACH/Wire Transfers:

Bank Name: [Bank Name]
Account Name: [Company Name]
Account Number: [Account Number]
Routing Number: [Routing Number]
SWIFT/BIC (for International): [SWIFT Code]

3. Check Payments:

Please make checks payable to: [Company Name]
Mail to:
[Company Address]
[City, State, Zip Code]

4. Remittance Advice:

To ensure your payment is applied correctly, please send a remittance advice note including the invoice number(s) and amount(s) being paid to: [Email Address].

If you have any questions regarding these instructions, please contact our accounts department at [Phone Number] or [Email Address].

Thank you for your business.

Sincerely,

[Your Name]
[Your Title]
[Company Name]