

Date: [Insert Date]

To:

[Recipient Name/Department]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Creditor and Debtor Account Reference Information

Dear [Contact Name],

Please find below the account reference information regarding the business relationship between [Your Company Name] and [Counterparty Company Name].

Creditor Information (Entity Owed Money):

- **Entity Name:** [Insert Name]
- **Account Number:** [Insert Number]
- **Tax ID/VAT Number:** [Insert ID]
- **Contact Person:** [Insert Name]

Debtor Information (Entity Owing Money):

- **Entity Name:** [Insert Name]
- **Account Reference:** [Insert Reference]
- **Outstanding Balance:** [Insert Amount and Currency]
- **Payment Terms:** [Insert Terms, e.g., Net 30]

Bank Details for Payment:

- **Bank Name:** [Insert Bank Name]
- **Account Holder:** [Insert Name]
- **IBAN/Account Number:** [Insert Number]
- **SWIFT/BIC Code:** [Insert Code]

Please verify these details and update your records accordingly. If there are any discrepancies, contact us immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]