

Supplier Details



Call: 1-654-123-0987
Email: info@companyname.com
Location, City, State, zip code 0000

FOR REMOVING BANKING DETAILS

EXAMPLE OF SUPPLIER LETTERHEAD FOR REMOVE BANKING

To: DOW Chemicals

Subject: Remove Banking Details

To whom it may concern, please accept this as confirmation for removing banking details for (Company Name)

Banking Details (Which is to be removed from system)

- **Bank Name:**
- **Bank Account No:**
- **IBAN Details (For EMEAI Region):**
- **Routing/ABA No/sort code (For NAA Region):**
- **Bank key or (Branch Code & Bank Code) For APAC Region:**
- **IFSC Code (For Indian suppliers):**
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Select the one which is applicable as per region

Authorized Signature or stamp

***Important Notes

1. To Removing bank in a vendor code, the document provided must have a clear description of the banking to be removed and must be dated within 2 years of today's date
2. Letterhead must reflect the creditor (PI) and/or Central vendor (VN) address location that will be receiving the payment.
3. Document must be signed or stamped & document must be non-editable PDF copy.

