

**Englische Vorlage:**

Gentlemen,

In order to simplify the payment of your invoices and to reduce both your and our bank charges, we will soon begin using a new payment system offered by our bank.

To enable us to use this automated system, we need to know your full banking details, i.e. the BIC (Bank Identifier Code) of your bank and your IBAN (International Bank Account Number). We would be grateful if you could supply us with this information and fill in the list below. Please return it to our

**fax number** .....

We look forward to receiving your reply at your earliest convenience and thank you for your kind assistance.

Yours sincerely,

Your Company Name .....

Address .....

Bank Name .....

Bank Address .....

BIC .....

Account Number .....

IBAN .....