

BANK LETTERHEAD

SAMPLE LETTER

RE: **[COMPANY NAME]**

ATTN: WHOM IT MAY CONCERN,

[COMPANY NAME] has been a client of Bank of America at our local San Carlos, California Banking Center. This letter is to inform U.S. Customs of the current account information to use when drawing funds. The details are as follows:

Account Title: XXXXXXXXXXXX
Account number: XXXXXXXXXXXXXX
Bank routing number: XXXXXXXXXXXXX

Please feel free to contact me with any questions,

Regards,

[SIGNATURE]

John Doe
Banking Center Manager
San Carlos Banking Center