[Date]

[company address]

Dear [Relationship Manager].

We are pleased to officially request to you for the accounts listed below:

|  |  |
| --- | --- |
| Bank Name  | [•] |
| Bank Address  | [•] |
| IBAN BIC  | [•] |
| Bank Account Number | [•] |
| Bank Account Name | [•] |

To send end of day FIN MT940 statements to the below BIC code **BIC11 - FCCHGB22DAC**

This SWIFT BIC is hosted and managed by Bottomline Technologies Service Bureau.

We wanted to advise under this service we are only looking to exchange MT940 statement data and therefore there is no requirement for exchanging RMA in order to receive end of day statements in a SWIFT FIN MT940 format.

Please coordinate with us to confirm the first day where you will send these statements.

Sincerely,

……………………………………

Client registered signatories