

Vendor Details & Address on Letter Head

The Finance Manager

Eastern Coast Group
Dammam, Saudi Arabia

Dear Sir,

The following is a confirmation/update of our bank account details. We hereby affirm our choice for payment of amounts due to us under various purchase orders/contracts through electronic mode or any other payment facilities we agreed.

A. VENDOR DETAILS

S.No	Particulars	Details to be filled by vendor
1	Supplier Code:	
2	Beneficiary Name:	
3	Payment Currency:	
4	Beneficiary Account Number:	
5	IBAN:	
6	IFSC/Swift Code:	
7	Beneficiary county/region	
8	Beneficiary address:	
9	Beneficiary Bank:	
10	Beneficiary Bank address:	
11	Bank Code:	
12	Branch Code	
13	Email Id	
14	Contact number	

We hereby confirm that the particulars given above are correct and complete and undertake to promptly advise your company of any changes in the future. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, we shall not hold Eastern Coast Group responsible. Any banking charges outside your country's banking jurisdiction shall be borne by us.

“Supplier name (in capital letters)”

“Finance Manager name (in capital letters)”

“Signature”

“Official Company Stamp”

“Date”