

[Date]

Dear [Name]

Re: [Company Name] Bank Details

Businesses are at significant and growing risk of cybercrime, cyber-attacks and scams.

If you receive any communication purporting to be from [Company Name] with amended payment information, please disregard it. Our bank account details will not change during a transaction.

If you have any doubt about the authenticity of any communication stating to be from [Company Name] then please call us on [insert a trusted number] to check before transferring any money.

It is your responsibility to verify any account details you are given and we will not be held responsible for any losses incurred.

Yours faithfully

[Name]

[Position], [Company]