

[Naam]  
[Adres]  
[Woonplaats]

[Plaatsnaam, datum]

[Dear Sir or Madam,] OF [Dear Mr./Mrs. [Naam],

We recently received a cheque from you. From January 1<sup>st</sup> 2020 our bank, Rabobank, will no longer accept cheques. Cheques are hardly used in the Netherlands, which makes its processing inefficient and expensive.

Since our bank no longer processes cheques in 2020, we would like to ask you to pay us by electronic credit transfer. Please use the following transfer data for your payment:

**Account number (IBAN):** [jouw IBAN, NLXXRABO0XXXXXXXXXX]

**Beneficiary:** [jouw (bedrijfs)naam]

**BIC:** RABONL2U

**Bank:** Rabobank

Thank you for your understanding and cooperation. Please contact me if you have any questions.

Kind regards,

[ondertekening]

[handtekening]