[Your Company's Letterhead]

To: Operations Officer
[Your Financial Institution's Name]

Re: Request for E-Payments Routing Directory download code

Dear _____:

Our company, (Insert Your Company/Organization Name) , is a current customer
of (Insert Financial Institution) . We currently use the E-Payments Routing
Directory provided by the Federal Reserve Banks on FRBservices.org to download
routing transit number data for processing our wire and ACH payments.

We have been notified by the Federal Reserve Banks that effective December 9,
2018, the complete E-Payments Routing Directory data file will no longer be
available on their public website. They have advised us to contact you, our financial
institution, to discuss available options, which may include a request for an E-
Payments Routing Directory download code from FedLine to authorize our use of
the data. We understand that you will require us to enter into an agreement that
governs our use of the directory data and download code. We will also need you to
provide us with the *E-Payments Routing Directory Quick Start Guide for Non-
Banking Institutions*. We will then work with our technical staff to automate
retrieval of the E-Payments Routing Directory.

For your reference, more information is available at
https://www.frbservices.org/resources/routing-number-directory/faqs.html.

Sincerely,

[Name]
[Title]
[Email Address]
[Phone]
[Tax ID]