Tο	whom	it	ma	/ con	cern:
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I am writing to request direct deposit of my paycheck into my account at Commerce Bank. Enclosed is a completed Direct Deposit Authorization form, which includes the required bank account information as well as my contact information. A voided check is also enclosed.

Thank you for your assistance with this request, and please do not hesitate to contact me should you have any questions.

Sincerely,