

Sample Email Copy for Vendor Enrollment

The following content can be shared with vendors and suppliers to notify them that REPAY may be contacting them to enroll them in payment automation.

Subject Line: **Important Information About Payments From** **[Client Name]**

At [Client Name], we are reimagining the payment process. We are partnered with [REPAY](#) to help facilitate our accounts payable (AP) payment disbursements, so you get paid more quickly while reducing paper checks.

If you are contacted by someone from REPAY, know this is a legitimate request. You can feel confident providing required payment information as they are acting on our behalf.

Our payment specialists may reach out to you from the following:

- Email address: payableshelp@repay.com
- Caller ID 1: 801.679.6044
- Caller ID 2: 801.762.8772

We aim to continuously simplify and optimize the vendor payment process for our respective organizations, and we look forward to continued success in our partnership.

If there are any questions, do not hesitate to reach out to your representative on our AP team at xxxxxxx@clientname.com].

Sincerely,

[Client Name]