

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Disbursement of Payment

We are pleased to inform you that your invoice [Invoice Number] dated [Invoice Date] has been processed, and we will be disbursing the payment of [Amount] as per our agreement.

Payment Details:

- Payment Method: [e.g., Wire Transfer, Check, etc.]

- Payment Date: [Expected Payment Date]

- Transaction/reference number: [If applicable]

Please ensure that you verify your account details to avoid any discrepancies. If you have any questions or require further assistance, please feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]