

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Official Payment Release Notification

We are pleased to inform you that your payment in the amount of [Payment Amount] has been approved for release. This payment is in accordance with [mention relevant agreement, contract, or invoice number] and is scheduled for disbursement on [Payment Release Date].

Please find the details of the payment below:

- Invoice Number: [Invoice Number]
- Amount: [Payment Amount]
- Payment Method: [Wire Transfer, Check, etc.]
- Reference Number: [Reference Number, if applicable]

Should you have any questions or require further details regarding this payment, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]