

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Advance Payment Notification

We hope this message finds you well.

We are writing to inform you that we have processed an advance payment of [amount] as per our agreement dated [agreement date]. This payment is intended for [brief description of goods/services].

Details of the transaction are as follows:

- Invoice Number: [Invoice Number]

- Payment Date: [Payment Date]

- Payment Method: [Payment Method]

Please confirm receipt of this advance payment and provide any necessary documentation required for our records.

Thank you for your cooperation, and we look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]