

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Confirmation of Advance Payment

We are writing to confirm the advance payment made to your account as part of our agreement dated [insert agreement date].

Payment Details:

- Invoice Number: [insert invoice number]

- Payment Amount: [insert amount]

- Payment Date: [insert payment date]

- Payment Method: [insert payment method]

This payment secures [brief description of goods/services], and we anticipate delivery as per the agreed timeline.

Please acknowledge receipt of this payment and confirm that the order is being processed. Should you have any questions, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]