

Advance Payment Remittance Confirmation Letter

Date: June 18, 2024
Reference No: APRC-2024-0621

To: Finance Department
XYZ Supplies Ltd.
123 Business Avenue,
Springfield, State, 45678
Email: finance@xyzsupplies.com

Subject: Confirmation of Advance Payment Remittance

Dear Sir/Madam,

This letter serves as confirmation that an advance payment has been remitted to your designated bank account as per the invoice referenced below:

Invoice Number: INV-2305-456

Invoice Date: June 15, 2024

Amount Remitted: USD 15,000.00

Remittance Date: June 18, 2024

Payment Method: Bank Transfer

Remitting Bank Details:

Bank Name: ABC International Bank

Account Number: 9876543210

SWIFT/BIC: ABCDUS33

Kindly confirm receipt of the amount at your earliest convenience and proceed with the order processing as agreed.

Should you have any queries or require further details, please do not hesitate to contact us.

Thank you for your prompt cooperation.

Sincerely,

John Smith
Senior Accounts Officer
ABC Corporation
Email: john.smith@abccorp.com
Phone: (123) 456-7890

Important Notes:

- This document serves as formal confirmation of advance payment to the vendor.
- Always ensure all payment and invoice details are accurate before remittance.
- Retain a copy of this letter for your accounting and audit records.
- Recipient must confirm receipt to avoid payment disputes.
- State clear references to facilitate future correspondence regarding this transaction.

