

# Advance Payment Remittance Confirmation Letter

Date: June 18, 2024

Reference No: APROC-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.

