

ABC Industries Pvt. Ltd.

123 Business Park, Sector 45
New Delhi, 110001, India
Phone: +91 11 2345 6789
Email: accounts@abcindustries.com

To:

The Manager,
M/s Zenith Supplies Ltd.
87, Industrial Area,
Mumbai, 400018, India.

Date: 12 June 2024

Subject: Detailed Vendor Payment Order – Invoice No. ZEN/6521/2024

Dear Sir/Madam,

This is to inform you that the payment for the supplies delivered under the referenced invoice has been approved for release. Please find the details of the order and payment below:

Vendor Name	Zenith Supplies Ltd.
Vendor Account No.	9876543210
Invoice Number	ZEN/6521/2024
Invoice Date	28 May 2024
Order Reference	PO-5842/2024
Amount to be Paid	₹ 2,45,640.00
Payment Mode	NEFT Transfer
Bank Details	HDFC Bank Ltd, A/C: 9876543210, IFSC: HDFC0000123
Expected Payment Date	14 June 2024

Kindly confirm receipt of the above payment and notify us immediately if there are any discrepancies. We appreciate your continued support and look forward to maintaining a strong business relationship.

Sincerely,

Rohan Malhotra

Accounts Manager

ABC Industries Pvt. Ltd.

Important Notes:

- Ensure that all payment details, particularly account and invoice numbers, are accurate to avoid transaction delays.
- Retain a copy of this payment order for your financial records.
- Notify the accounts department immediately in case of any errors or payment issues.
- This document serves as the official confirmation of payment initiation from the purchasing organization.
- Reference the payment order number in all related correspondence for efficient processing.

