

# Vendor Payment Bank Advice Letter

Date: 05 June 2024

**To,** The Branch Manager  
XYZ Bank Ltd.  
123 Business Street  
City, State, ZIP Code

**From,** Finance Department  
ABC Company Pvt. Ltd.  
789 Corporate Avenue  
City, State, ZIP Code

## Subject: Vendor Payment Bank Advice

Dear Sir/Madam,

Please find below the details of the vendor payment to be processed through your bank. Kindly debit our account as per details given and credit the respective vendor's account.

Vendor Name	Bank Name	Account Number	IFSC Code	Amount (INR)	Payment Reference
Acme Supplies Pvt. Ltd.	XYZ Bank Ltd.	012345678901	XYZB0000123	₹ 72,000.00	INV-2024-074

Kindly let us know once the payment has been processed.

Thank you.

For ABC Company Pvt. Ltd.

Authorized Signatory

## Important Notes:

- Ensure vendor account details are verified prior to processing payment.
- This letter acts as an instruction to the bank for payment disbursement.
- Retain a copy of the advice letter for internal records and audit.
- Any errors in account details may result in delayed or failed transactions.
- Seek immediate clarification in case of any discrepancy in details provided.