

Date: [DD/MM/YYYY]

To,

[Supplier Name]

[Supplier Address]

Ref: [Your Company Name] / [Department] / [Reference Number]

Subject: Manual Payment Advice for Settlement of Outstanding Invoice(s)

Dear [Supplier Name],

We are writing to inform you that a manual payment has been processed against your outstanding invoice(s) with our company as per the details mentioned below. Kindly acknowledge receipt of the payment and update your records accordingly.

Invoice Number	Invoice Date	Invoice Amount	Payment Amount	Payment Mode	Payment Date	Bank/Reference No.
[XXXXXX]	[DD/MM/YYYY]	[Amount]	[Amount]	[Cheque/NEFT/RTGS]	[DD/MM/YYYY]	[Reference No./UTR No.]

Please feel free to contact us in case of any discrepancies or queries regarding this payment.

Thank you for your cooperation.

Sincerely,

[Authorized Signatory]

[Designation]

[Your Company Name]

Important Notes:

- This document serves as proof of payment advice and should be retained for your records.
- Verify all payment details for accuracy before updating your records.
- Notify the issuing company promptly in case of any mismatch or issue.
- Manual payment advice letters are typically issued for exceptional or urgent transactions.
- This letter does not replace official payment receipts or statements from financial institutions.