

Date: 8 June 2024

Supplier Company Name

Supplier Address Line 1

Supplier Address Line 2

City, State ZIP

Country

Subject: Payment Settlement Letter

Dear Sir/Madam,

This letter serves as confirmation of payment settlement for the outstanding invoices between **[Your Company Name]** and **[Supplier Company Name]**. Please find the details of the settlement below:

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Total Amount: [Amount]

Payment Method: [Bank Transfer/Cheque/etc.]

Payment Date: [Payment Date]

Reference Number: [Transaction Reference]

Kindly acknowledge receipt of this payment and confirm that the above-mentioned invoices are now considered settled in full. If you require any further information or clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

Important Notes

- Ensure all payment details are accurate before issuing the letter.
- This letter serves as proof of settlement for both parties' records.
- Attach payment proof or bank confirmation if required.
- Always keep a signed copy for your reference and accounting.
- Adjust content according to your company's policy or legal requirements.