

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.