Cheque Request for Vendor Payment

Subject: Cheque Requisition for Vendor Payment

Dear [Finance Department],

Kindly issue a cheque for [Amount] payable to [Vendor Name] for the settlement of invoice #[Invoice Number]. The payment is for goods/services received on [Date].

Please advise when the cheque is ready for collection or dispatch.

Sincerely,

[Your Name]

[Department/Position]