

Payment Advice Letter

Dear [Recipient Name],

I am writing this letter to inform you that [I/we] have made payment of [amount] against your invoice number [123457] dated [invoice date] and relating to [my/our] account number [7896565].

Payment details:

From Account Number:

From Bank:

To Account Number:

To Bank:

Transaction ID:

Swift Code:

Attached with this letter are proofs of payment and related documents for your reference.

Kindly confirm that you have received the payment as soon as it hits your account.

Sincerely,

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