

## Formal invoice payment notification

Subject: Payment Confirmation - Invoice #[Invoice Number]

Dear [Vendor/Supplier Name],

This email serves as formal confirmation that payment for Invoice #[Invoice Number] dated [Invoice Date] has been processed.

Payment Summary:

- Invoice Amount: \$[Amount]
- Payment Method: [Check/Wire Transfer/ACH]
- Payment Date: [Date]
- Transaction Reference: [Reference Number]

The payment of \$[Amount] has been issued via [payment method] and should reach your account within [timeframe]. Please retain this advice for your records and match it against your accounts receivable.

Should you have any queries regarding this payment, please contact our Accounts Payable department at [contact information].

Thank you for your continued partnership.

Sincerely,

[Name]

Accounts Payable Department

[Company Name]

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