

# Payment Details and Instructions

Dear [Recipient's Name],

Thank you for your recent transaction with [Company Name]. Below are the details for your manual payment:

## Payment Information

- **Invoice Number:** [Invoice Number]
- **Amount Due:** \$[Amount]
- **Due Date:** [Due Date]

## Payment Instructions

Please follow the instructions below to complete your payment:

1. Make your payment via bank transfer to the following account:
  - **Account Name:** [Account Name]
  - **Account Number:** [Account Number]
  - **Bank Name:** [Bank Name]
  - **SWIFT/BIC Code:** [SWIFT/BIC]
2. Please include your **Invoice Number** as a reference.
3. Once the payment is made, kindly send a confirmation email to [Email Address].

If you have any questions or need assistance, please feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]