

Manual Payment Processing Steps

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Manual Payment Processing Steps

Dear [Recipient Name],

Below are the steps to process manual payments:

1. Verify payment request details.
2. Access the payment processing system.
3. Enter the payment information manually.
4. Double-check the accuracy of the entered data.
5. Submit the payment for processing.
6. Record the transaction details for future reference.
7. Notify the requester of payment completion.

If you have any questions regarding these steps, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]