

Manual Payment Request Instructions

Dear [Recipient's Name],

We hope this message finds you well. Below are the instructions for submitting a manual payment request:

Step-by-Step Instructions:

1. Gather all necessary documents related to the payment, including invoices and receipts.
2. Complete the manual payment request form attached to this email.
3. Ensure all fields are filled out accurately to avoid delays.
4. Attach the completed form along with supporting documents.
5. Email the entire package to [appropriate_email@domain.com] with the subject line: "Manual Payment Request - [Your Name/Company]".

Important Notes:

- All requests must be submitted by [specific date].
- Payments will be processed within [number of days] business days upon receipt of the request.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact_number] or [support_email@domain.com].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]