

# Manual Payment Submission Requirements

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Manual Payment Submission Requirements

Dear [Recipient Name],

We hope this message finds you well. We are writing to outline the requirements for the manual payment submission process. Please ensure that the following documents and information are provided for a successful submission:

- **Completed Payment Form:** Please fill out the attached payment form completely.
- **Proof of Purchase:** Include receipts or invoices related to the payment.
- **Bank Details:** Provide accurate banking details for fund transfer.
- **Authorized Signature:** Ensure that the payment form is signed by an authorized representative.
- **Submission Deadline:** All manual payments must be submitted by [Insert Deadline Date].

Thank you for your attention to these requirements. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]