Vendor Payment Statement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Email: [Vendor Email]

Phone: [Vendor Phone]

Payment Details

Invoice Number	Invoice Date	Due Date	Amount Due	Payment Status
[Invoice #1]	[Date]	[Due Date]	[Amount Due]	[Status]
[Invoice #2]	[Date]	[Due Date]	[Amount Due]	[Status]

Total Payments

Total Amount Due: [Total Amount]

Total Amount Paid: [Total Paid]

Remaining Balance: [Remaining Balance]

Payment Instructions

Please ensure that payments are made to the following account:

Account Name: [Your Company Name]

Account Number: [Your Account Number]

Bank Name: [Your Bank Name]

SWIFT Code: [Your SWIFT Code]

Contact Information

If you have any questions regarding this statement, please contact:

Name: [Your Name]

Email: [Your Email]

Phone: [Your Phone]

Thank you for your attention to this statement.

Best Regards,
[Your Company Name]