

# Vendor Bill Clearance Request

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. This letter is to formally request the clearance of the following outstanding bills:

<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Amount Due</b>
[Invoice Number 1]	[Invoice Date 1]	[Amount Due 1]
[Invoice Number 2]	[Invoice Date 2]	[Amount Due 2]

We kindly ask for your assistance in clearing these bills at your earliest convenience. Please let us know if you require any further information or documentation.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]