

# Payment Instructions for Your Recent Business Transaction

Dear [Recipient Name],

Thank you for choosing [Your Company Name] for your recent transaction. To ensure a smooth payment process, please follow the instructions outlined below:

## Payment Method

Please make your payment through the following online method:

- **Payment Platform:** [Insert Payment Platform Name]
- **Account Name:** [Your Company Name]
- **Account Number:** [Your Account Number]
- **Transaction Reference:** [Insert Reference Number]

## Payment Steps

1. Log in to your account on [Payment Platform Name].
2. Choose 'Send Money' or 'Make a Payment.'
3. Enter the account name, number, and transaction reference.
4. Review the payment details.
5. Confirm the payment.

## Important Notes

- Please ensure that the transaction reference is entered correctly.
- In case of any issues, contact our support team at [Support Email] or [Support Phone Number].

Thank you for your business!

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]