

Payment Instructions for Invoice Settlement

Dear [Recipient's Name],

Thank you for your business. We appreciate your prompt attention to the following online payment instructions related to your recent invoice [Invoice Number].

Payment Details

Please follow the steps below to complete your payment:

1. Visit our payment portal at [\[Payment Portal URL\]](#).
2. Enter your invoice number: **[Invoice Number]**.
3. Select your payment method (Credit/Debit Card, PayPal, etc.).
4. Fill in the required payment details.
5. Review your payment information and submit the payment.

Payment Confirmation

Once your payment is processed, you will receive a confirmation email. Please keep this for your records.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your timely payment.

Sincerely,
[Your Name]
[Your Position]
[Your Company]