

Vendor Payment Schedule Update

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Update on Payment Schedule

Dear [Vendor Name],

We hope this message finds you well. We would like to provide you with an update regarding the payment schedule for your recent invoices.

As of today, the following payments are scheduled:

- Invoice #[Invoice Number] - Payment of [Amount] will be made on [Payment Date].
- Invoice #[Invoice Number] - Payment of [Amount] will be made on [Payment Date].
- Invoice #[Invoice Number] - Payment of [Amount] will be made on [Payment Date].

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]