

Vendor Payment Records Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to inquire about the payment records for invoice #[Invoice Number] dated [Invoice Date]. We would like to confirm whether the payment has been processed and any details regarding the transaction.

For our records, please provide the following information:

- Date of Payment
- Payment Method
- Transaction Reference Number

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]