

Vendor Payment Reconciliation

Date: [Insert Date]

To,

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to reconcile our records regarding the outstanding invoices from your esteemed company. Our records indicate that there are pending payments for the following invoices:

Invoice Number	Invoice Date	Amount Due	Status
[Invoice #1]	[Date]	[Amount]	[Status]
[Invoice #2]	[Date]	[Amount]	[Status]

Please review the above information and confirm the outstanding amounts at your earliest convenience. If there are any discrepancies, do not hesitate to contact us so we can resolve them swiftly.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]