

Vendor Payment Reconciliation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Subject: Vendor Payment Reconciliation for Supplier Performance Evaluation

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to ensure efficient financial operations and enhance our collaboration, we would like to conduct a vendor payment reconciliation regarding our transactions over the past [specify time period]. This reconciliation is crucial for our supplier performance evaluation process.

Please find attached the details of the invoices processed and payments made during the specified period. We request that you review this information and confirm its accuracy by [insert response deadline]. In case of any discrepancies, please provide supporting documentation for further clarification.

Your timely response will assist us in fostering a stronger partnership and improving our mutual performance metrics.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]