

# Accounts Payable Cash Allocation Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm the cash allocation for the accounts payable as of [Insert Date]. The details are as follows:

<b>Invoice Number</b>	<b>Amount</b>	<b>Payment Date</b>
[Invoice #1]	[\$[Amount]]	[Payment Date]
[Invoice #2]	[\$[Amount]]	[Payment Date]

Please review the information above and confirm its accuracy. If you have any questions or discrepancies, do not hesitate to contact us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]