

Accounts Payable Cash Allocation Summary

Date: **[Insert Date]**

To: **[Vendor/Recipient Name]**

Address: **[Vendor Address]**

Dear **[Vendor/Recipient Name]**,

We are writing to provide you with a summary of the cash allocations made towards your account as of **[Insert Date]**.

Cash Allocation Details

Date	Invoice Number	Amount Paid	Payment Method
[Insert Date]	[Invoice Number]	[Amount]	[Payment Method]
[Insert Date]	[Invoice Number]	[Amount]	[Payment Method]

Total Allocated Amount: **[Total Amount]**

Thank you for your continued partnership. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]