Date: [Insert Date]

To: [Accounts Payable Department / Contact Name]
Company: [Customer Company Name]
Address: [Customer Address]

Subject: Payment Remittance Instructions for Invoice #[Insert Invoice Number]

Dear [Contact Name],

Please find the payment remittance instructions below regarding the outstanding balance for the recently issued invoice. To ensure your payment is processed accurately and timely, please use the following details:

Beneficiary Information:

- **Payee Name:** [Your Company Name]
- **Bank Name:** [Your Bank Name]
- **Account Number:** [Your Account Number]
- **Routing Number / SWIFT:** [Your Routing or SWIFT Code]
- **Bank Address:** [Your Bank Branch Address]

Payment Reference:

When initiating the transfer, please include the **Invoice Number [Insert Number]** in the memo or reference field.

Remittance Advice:

Once the payment has been sent, please email a copy of the remittance advice to **[Your Email Address]**.

If you have any questions regarding these instructions, please contact our billing department at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]