|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

I am writing this letter on behalf of ABC Corporation to request you for a pay order.

We have a small vendor that provides our raw materials and we have to make the payment through a pay order. Following are the details:

Name: XYZ limited.

Amount: $XXXX.

I am attaching other relevant details with this letter. Kindly, prepare the pay order and deliver it to us by 11th July 2019, as we have to make the payment on 12th July 2019.

Let me know if you need any other information. You can contact me at [contact].

Regards,

James Watson.