Date:

Name of the recipient:

**Subject: Requested pay order with details**

Respected Mr. Johnson,

This letter is being written on behalf of Company (mention the name of the company) upon your request to issue you to the pay order. The said company is a small vendor who has sold you its raw material to you on (mention the date). The total amount that you were to pay was (mention the total amount) including GST.

Kindly pay the said amount to the official account of the company you have purchased products from. The account details are:

Name of the company:

Account number, account type, name of the bank, branch code, and some other important details.

For your satisfaction, a receipt issued by the vendor is also attached with the letter. You are requested to make the payment by the 10th of next month. However, quick processing of payment will be appreciated. If you don’t agree with the details given above, you can contact the bank and the bank will collaborate with the vendor. Feel free to contact the bank on its official phone number.

Regards,

Name of the sender

Signatures

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