

[Your Company Letterhead or Name]

[Company Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State ZIP Code]

Subject: Acknowledgment of Receipt of Payment

Dear [Recipient Name],

We are writing to confirm that we have received your payment of [amount] on [date of payment]. Payment was made via [payment method, e.g., bank transfer, check, credit card] and corresponds to Invoice No. [invoice number], dated [invoice date].

We appreciate your prompt attention to this matter and thank you for your continued business. If you require a receipt or have any further questions regarding this payment, please do not hesitate to contact us.

Thank you once again for your timely payment. We look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]