

A **business letter with reference sample for payment confirmation** serves as a formal communication acknowledging the receipt of payment from a client or customer. This letter typically includes details such as the payment amount, date of transaction, invoice or reference number, and a note of appreciation for timely payment. Its purpose is to provide clear documentation for both parties, ensuring transparency and confirmation in financial transactions, and maintaining a professional relationship between businesses.

Business Letter Template: Payment Confirmation

[Your Company Letterhead]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Recipient Name]
[Recipient Position/Title]
[Client/Company Name]
[Client Address]
[City, State, ZIP Code]

Subject: Payment Confirmation Reference [Invoice/Payment Reference Number]

Dear [Recipient Name],

We are writing to confirm the receipt of your payment in the amount of [Payment Amount] on [Date of Payment], referencing invoice number [Invoice Number] for [Product/Service Description]. This payment has been successfully credited to your account with us.

We appreciate your prompt attention to this matter and value the ongoing business relationship we share. Please retain this letter as confirmation for your records. Should you require any further information or documentation, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position/Title]
[Company Name]

Sample Reference Letter for Payment Confirmation

Reference: Invoice #2024-4567
Date: June 25, 2024

Dear Ms. Smith,

This is to confirm that we have received your payment of **\$2,500** on **June 24, 2024** in relation to Invoice **#2024-4567** for graphic design services.

We appreciate your timely payment and look forward to continuing our business partnership.

Sincerely,
Jordan Lee
Accounts Manager
Creative Solutions LLC