

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: [Date]

To:

[Customer Name/Business Name]

[Customer Address]

[City, State, ZIP Code]

Subject: **Acknowledgement of Payment Receipt**

Dear [Customer Name],

We gratefully acknowledge receipt of your payment for the following invoice:

| | |
|-----------------|---|
| Invoice Number: | [Invoice Number] |
| Payment Amount: | [Payment Amount] |
| Payment Date: | [Payment Date] |
| Payment Method: | [Payment Method, e.g., Bank Transfer, Cheque, etc.] |

This letter serves as formal confirmation that we have received the above payment in full. Thank you for your promptness and for doing business with us. Please retain this letter as your official payment receipt.

If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]