

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

[Tenant's Name]  
[Tenant's Address]  
[City, State, ZIP Code]

Dear [Tenant's Name],

Subject: Rent Payment Confirmation

This letter is to confirm that we have received your rent payment for the month of [Month/Year].

Amount Received: \$[Amount]

Payment Method: [e.g., Check, Bank Transfer, etc.]

Payment Due Date: [Due Date]

Payment Receipt Number: [Receipt Number, if applicable]

Thank you for your timely payment. If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]