

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Electricity Bill Payment

We would like to acknowledge the receipt of your payment for the electricity bill for the period [insert period]. We appreciate your timely payment of [insert amount] received on [insert date].

Your account number is [insert account number]. This payment ensures that your electricity service will continue without interruption.

Thank you for choosing [Your Company Name]. If you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]