

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Acknowledgment

We are writing to formally acknowledge the receipt of your payment of [amount] for [invoice number or description of services/products] dated [invoice date].

We appreciate your prompt payment and thank you for your continued support. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you once again.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]