

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Confirmation

We are writing to confirm that we have received your payment of [Amount] for [Invoice Number or Description of Services/Product] dated [Invoice Date].

The payment was received on [Date of Payment] and has been successfully processed. Your account balance is now updated to reflect this transaction.

Thank you for your prompt payment. If you have any questions or require further assistance, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]