

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgement of Payment

I hope this letter finds you well. I am writing to formally acknowledge the receipt of your payment for the GGT (Goods and Services Tax) reference number [Insert Reference Number].

Payment Details:

- Amount: [Insert Amount]
- Payment Date: [Insert Payment Date]
- Method of Payment: [Insert Payment Method]

This payment clears your outstanding balance and we appreciate your promptness in fulfilling this obligation. Should you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]