

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Receipt of Payment

Dear [Recipient Name],

This is to acknowledge receipt of payment in the amount of [Amount] for  
[Description of goods/services] on [Date of transaction].

Thank you for your payment.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Business Name, if applicable]