

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Confirmation

I am writing to formally acknowledge the receipt of your payment dated [insert payment date] for the amount of [insert payment amount]. We appreciate your promptness in settling the invoice #[insert invoice number], which was due on [insert due date].

The details of the transaction are as follows:

- Payment Amount: [insert payment amount]
- Payment Method: [insert payment method, e.g. bank transfer, check, etc.]
- Reference Number: [insert reference number]
- Invoice Number: [insert invoice number]
- Date of Payment: [insert payment date]

This payment is now reflected in our records, and your account is current. Should you require a copy of the updated statement or have any questions regarding this transaction, please do not hesitate to reach out.

Thank you once again for your timely payment. We look forward to continuing our business relationship.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]