

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

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

Dear [Recipient's Name],

Subject: Payment Receipt Confirmation

We are writing to confirm the receipt of your payment of [Amount] dated [Payment Date]. This payment is related to [Description of Service/Product].

Details of the transaction are as follows:

- Amount Paid: [Amount]
- Payment Method: [Credit Card, Bank Transfer, etc.]
- Transaction ID: [Transaction ID]
- Date of Payment: [Payment Date]

Thank you for your prompt payment. If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]