

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm the receipt of easy money payment made on [date of payment]. The amount received is [amount]. This transaction is associated with [brief description of purpose, e.g., invoice number, service, etc.].

Thank you for your prompt processing of this payment. Should you have any questions or require further information, please do not hesitate to contact me.

Best regards,

[Your Name]  
[Your Title/Position, if applicable]