

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

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

Subject: Receipt of Payment

Dear [Recipient's Name],

This letter serves as a formal receipt for the payment received from you on [date of payment]. The details of the transaction are as follows:

- Amount Received: \$[amount]
- Payment Method: [cash/check/credit card/transfer]
- Reference Number: [transaction/reference number]
- Purpose: [description of the purpose]

We appreciate your prompt payment and look forward to continuing our relationship. Should you have any questions or need further information, please do not hesitate to contact me.

Thank you for your business.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]
[Your Company Name (if applicable)]