

[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],

I hope this message finds you well!

I am writing to confirm that I have received your payment of [amount] on
[date of payment]. Thank you for your promptness and trust.

If you have any questions or need further assistance, please feel free to
reach out.

Wishing you a great day!

Best regards,

[Your Name]