

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

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

Subject: Acknowledgment of Money Reception

Dear [Recipient's Name],

I hope this letter finds you well. This correspondence serves as a formal acknowledgment of the reception of funds in the amount of [amount] received on [date of receipt].

Details of the transaction are as follows:

- Amount Received: [amount]
- Payment Method: [e.g., wire transfer, check, cash]
- Transaction Reference Number: [reference number, if applicable]

This payment pertains to [brief description of the purpose of the payment, e.g., loan repayment, service fee, etc.].

We appreciate your promptness in settling this matter. If you have any questions or require further information, please do not hesitate to reach out.

Thank you once again.

Sincerely,

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