

[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 am writing to confirm the receipt of funds in the amount of [amount] on [date]. This payment was made for [purpose of payment, e.g., services rendered, invoice number, etc.].

Please let me know if you require any further information or documentation regarding this transaction.

Thank you for your prompt payment.

Sincerely,

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