

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

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

Dear [Recipient Name],

RE: Payment Receipt

This is to acknowledge the receipt of your payment of [Amount] received on [Date].

Payment Details:

- Invoice Number: [Invoice Number]
- Payment Method: [Payment Method]
- Description: [Description of Goods/Services]

Thank you for your prompt payment. Should you have any questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]