

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Cash Receipt - [Receipt Number]

This letter serves as a confirmation of the cash payment received from you.

Amount Received: \$[Amount]

Payment Date: [Date of Payment]

Payment Method: [Cash/Check/Credit Card]

Receipt Number: [Number]

We appreciate your prompt payment and thank you for your business. If you have any questions regarding this receipt, please do not hesitate to contact us at [Your Contact Information].

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]