

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

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

Dear [Recipient Name],

This letter serves as a receipt for the payment received from you in the amount of [Amount]. The payment was made on [Date of Payment] for [Description of Goods/Services].

Details of the transaction are as follows:

- Amount Received: [Amount]
- Method of Payment: [Cash/Cheque/Bank Transfer]
- Transaction Reference Number: [Reference Number, if applicable]

Thank you for your prompt payment. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]