

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to formally acknowledge the receipt of the lump sum payment
of [amount] received on [date]. This payment has been applied to
[describe purpose, e.g., outstanding balance, project fee, etc.].
We appreciate your promptness and commitment to addressing this matter.
Please let us know if you need any further information or documentation
related to this payment.
Thank you once again for your cooperation.
Best regards,
[Your Name]
[Your Title]
[Your Company/Organization Name]