

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Received Notification

We are pleased to inform you that we have received your payment in the amount of [Payment Amount] for invoice number [Invoice Number].

The details of the transaction are as follows:

- Payment Date: [Payment Date]

- Payment Method: [Payment Method]

Thank you for your prompt payment. If you have any questions or require further assistance, please feel free to contact us at [Your Phone Number] or [Your Email Address].

We appreciate your business and look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]