

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the receipt of your payment in the amount of [Payment Amount] received on [Payment Date].

This payment is for [Description of Goods/Services] as per Invoice #[Invoice Number].

Thank you for your prompt payment. If you have any questions or require further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]