

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Confirmation of Payment Received

We are writing to confirm that we have received your payment of [Amount] on [Date of Payment] for [Invoice Number/Description of Service/Product].

Thank you for your prompt payment. Your transaction details are as follows:

- Payment Method: [Credit Card/Bank Transfer/Cash, etc.]

- Transaction ID: [Transaction Number]

- Total Amount: [Amount]

If you have any questions regarding this payment or if you require further assistance, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name]. We look forward to serving you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]