

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Payment Received

We are writing to confirm that we have received your payment of [amount] on [date] for invoice number [invoice number].

Thank you for your prompt payment. If you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]