

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Confirmation

I hope this letter finds you well. I am writing to confirm that we have received your payment of [amount] for [invoice number or service/product description] on [date of payment].

We appreciate your promptness in settling this invoice. Please find enclosed a copy of the receipt for your records.

If you have any questions or require further assistance, please do not hesitate to contact me.

Thank you for your continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]