

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

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

Dear [Recipient's Name],

Subject: Acknowledgment of Payment

We are writing to formally acknowledge the receipt of your payment of [amount] received on [date]. This payment is related to [brief description of the service/product].

Thank you for your prompt payment. Should you have any questions regarding this transaction, 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 Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]