

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

This payment is for [Description of Goods/Services], and your account is
now up to date.

Thank you for your prompt payment. Should you have any questions, please
do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]