

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Received Notification

We are pleased to inform you that we have received your payment in the amount of [insert amount] for [insert invoice number or description of the service/product].

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]