

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that we have received your payment of
[amount] for invoice #[invoice number] dated [invoice date].

Thank you for your prompt payment. If you have any questions or require
further assistance, please feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]