

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm that we have received your payment of [amount] on [date]. Thank you for your prompt attention to this matter.

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

Thank you once again for your payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]