

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Confirmation

We are writing to confirm the receipt of your payment of [payment amount] for [goods/services rendered], which was received on [date of payment].

Details of the transaction are as follows:

- Invoice Number: [invoice number]
- Payment Method: [credit card, bank transfer, etc.]
- Payment Reference: [payment reference number]

We appreciate your prompt payment and look forward to continuing our business relationship. Should you have any questions regarding this transaction, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]