

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Receipt Acknowledgment

I am writing to acknowledge receipt of your payment of [amount] received on [date]. This payment is for [describe the purpose of the payment, e.g., invoice number, service rendered, etc.].

We appreciate your promptness and commitment. Your support is vital to us, and we look forward to continuing our association.

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

Thank you once again.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]