

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Payment Receipt

Dear [Client's Name],

We hereby acknowledge the receipt of your payment of [Amount] received on [Payment Date] for [Description of Services or Products].

Transaction Details:

- Invoice Number: [Invoice Number]

- Payment Method: [Payment Method]

- Date of Payment: [Payment Date]

Thank you for your prompt payment. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]