

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Confirmation

I hope this message finds you well.

I am writing to confirm the receipt of your payment of [Amount] made on [Payment Date] for [Service/Product Description]. We appreciate your prompt payment and continued partnership.

Please find attached the receipt for your records. If you have any questions regarding this payment or require further assistance, do not hesitate to contact me.

Thank you once again for your timely payment.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]