

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Acknowledgment of Payment

We hereby acknowledge receipt of your payment in the amount of [Amount] received on [Date]. This payment pertains to Invoice #[Invoice Number] dated [Invoice Date].

Thank you for your promptness in addressing this matter. If you have any questions or require further assistance, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]