

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Payment Received

We are writing to confirm that we have received your payment in the amount of [Payment Amount] on [Date of Payment].

This payment pertains to [Invoice/Order Number or Description of Service/Product]. We appreciate your prompt payment and look forward to continuing our business relationship.

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

Thank you for your promptness.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company Name]