

[Your Company Letterhead]

[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

Thank you for your payment of [amount] received on [date]. This payment pertains to [invoice number or service/product description].

Details of the transaction are as follows:

- Amount Received: [amount]
- Payment Method: [credit card, bank transfer, etc.]
- Invoice Number: [invoice number]
- Service/Product Details: [description]

Please retain this receipt for your records. If you have any questions regarding this transaction, feel free to contact us at [contact information].

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]