

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Confirmation of Payment

Dear [Recipient's Name],

We are writing to confirm that we have received your payment of [Amount] for [Product/Service] on [Date of Payment].

Payment Details:

- Amount: [Amount]

- Payment Methods: [Credit Card, Bank Transfer, etc.]

- Reference Number: [Reference Number]

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]