

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment for Invoice #[Invoice Number]

I hope this message finds you well. We are writing to confirm the payment for invoice #[Invoice Number] dated [Invoice Date], which totals [Amount Due].

We appreciate your services and prompt communication throughout this process. The payment has been processed and should reflect in your account shortly.

Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]