

[Your Name]
[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 Settlement

I hope this message finds you well.

I am writing to confirm the settlement of the outstanding payment of [amount] due on [due date] regarding [invoice number or description of goods/services].

As discussed, the payment has been processed on [payment date], and you should expect to see the funds reflecting in your account shortly.

Please find enclosed [proof of payment or reference number, if applicable].

If there are any discrepancies or if you require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]