

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Payment Confirmation

Dear [Recipient's Name],

We are writing to confirm the receipt of your payment. Below are the details of the transaction:

- \*\*Transaction Date:\*\* [Date of Payment]

- \*\*Amount Received:\*\* [Payment Amount]

- \*\*Payment Method:\*\* [Payment Method e.g., Credit Card, Bank Transfer, etc.]

- \*\*Invoice Number:\*\* [Invoice Number]

Thank you for your prompt payment. If you have any questions or concerns, please feel free to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]