

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Receipt Acknowledgment

We would like to acknowledge receipt of your payment dated [Payment Date] in the amount of [Payment Amount]. This payment relates to [Invoice Number or Description of Services/Product] and has been successfully processed.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]