

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the receipt of your payment in the amount of [Payment Amount] made on [Payment Date] for [Description of Service/Product].

This payment has been successfully processed and your account has been updated accordingly. If you have any questions regarding this transaction or your account, please do not hesitate to reach out.

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]