

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Release Confirmation

We are pleased to confirm the release of payment in the amount of [amount] for [describe service/product] as per our agreement dated [date]. The payment is scheduled to be processed on [payment date]. Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company]