

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Release Notification

We are pleased to inform you that the payment of [amount] has been released in regard to [description of the service or product].

****Payment Details:****

- Invoice Number: [Invoice Number]

- Payment Date: [Payment Date]

- Payment Method: [Payment Method]

We appreciate your timely services and look forward to continuing our collaboration. Should you have any questions regarding this payment, please do not hesitate to reach out to us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]