

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Payment Release Statement

Dear [Recipient's Name],

We are pleased to inform you that the payment for Invoice #[Invoice Number], dated [Invoice Date], has been processed and released. Below are the details of the transaction:

**\*\*Invoice Details:\*\***

- Invoice Amount: \$[Amount]
- Payment Method: [Payment Method]
- Payment Date: [Payment Date]
- Transaction Reference Number: [Reference Number]

We appreciate your prompt service and cooperation. If you have any questions regarding this payment, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Company Website] (if applicable)

[Enclosures: Copy of Invoice, Payment Receipt]