

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Money Transfer Confirmation

I hope this letter finds you well. I am writing to confirm the successful transfer of [amount] to your account as per our agreement. The transaction was completed on [date of transfer] and the reference number for the transaction is [transaction reference number].

Please find the details of the transfer below:

- Amount: [amount]
- Date of Transfer: [date]
- Transfer Method: [e.g., bank transfer, PayPal, etc.]
- Reference Number: [reference number]

Should you have any questions or require further information, please do not hesitate to reach out to me.

Thank you, and I look forward to hearing from you soon.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]