

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Payment Confirmation

Dear [Recipient Name],

We are writing to confirm receipt of your payment dated [Payment Date] for Invoice #[Invoice Number]. The payment amount of [Payment Amount] has been successfully processed.

Thank you for your prompt payment. If you have any questions or need further assistance, please feel free to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Company Website]