

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

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

Dear [Recipient's Name],

Subject: Confirmation of Zelle Payment Transaction

I hope this message finds you well.

I am writing to confirm the successful completion of a Zelle payment transaction made on [Transaction Date] for the amount of [Transaction Amount] to [Recipient's Name or Company Name]. This payment is for [brief description of goods/services related to the transaction].

Transaction Details:

- Transaction Date: [Transaction Date]
- Amount: [Transaction Amount]
- Reference Number: [Reference Number, if applicable]

Please retain this letter for your records. If you have any questions or require further assistance, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]