

[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],

I hope this message finds you well. I am writing to confirm the recent Zelle payment that was processed on [Date of Payment]. The details of the transaction are as follows:

- Amount: \$[Amount]
- Transaction ID: [Transaction ID]
- Sender: [Your Name]
- Recipient: [Recipient's Name]

If you have any questions regarding this transaction or need further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]