

[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 that I have received your Zelle payment of  
[amount] on [date]. Thank you for your prompt transaction.

If you have any questions or need further assistance, please feel free to  
reach out.

Best regards,

[Your Name]

[Your Title/Position, if applicable]