

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

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

Dear [Recipient Name],

Subject: Zelle Payment Confirmation

This letter is to confirm that a payment has been successfully sent via Zelle. Below are the details of the transaction:

- ****Date of Payment****: [Date]
- ****Amount****: \$[Amount]
- ****Sender****: [Your Name]
- ****Recipient****: [Recipient Name]
- ****Reference Number****: [Transaction Reference Number, if applicable]

Please consider this letter as proof of the payment made. If you have any questions or require further information, feel free to contact me.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]