

[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. This letter is to notify you of a Zelle payment that has been successfully sent to your account.

****Payment Details:****

- ****Amount:**** \${Amount}
- ****Date of Transaction:**** [Transaction Date]
- ****Transaction Reference Number:**** [Reference Number]

If you have any questions regarding this payment or if you did not expect this transaction, please feel free to contact me at your earliest convenience.

Thank you,
[Your Name]