

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

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

Subject: Zelle Payment Receipt

Dear [Recipient's Name],

I hope this letter finds you well. This is to confirm the Zelle payment I made on [Date of Payment] for the amount of [\$Amount]. The payment was sent to your account under the email/phone number associated with your Zelle account: [Recipient's Zelle Email/Phone Number].

**\*\*Payment Details:\*\***

- Amount: [\$Amount]
- Date: [Date of Payment]
- Sender: [Your Name]
- Transaction ID: [Transaction ID] (if applicable)

Please keep this letter as a reference for your records. Should you have any questions or need further clarification, feel free to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]