

Payment Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm the receipt of your payment for [insert amount] received on [insert date].

Your payment reference number is: [insert reference number].

Thank you for your prompt payment.

If you have any questions, please feel free to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]