Manual Payment Confirmation Guidelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Company]

Subject: Manual Payment Confirmation

Dear [Recipient's Name],

We are writing to confirm a manual payment that has been processed as per your request. Below are the guidelines for your reference:

Payment Details

- **Payment Amount:** [Insert Amount]
- **Payment Method:** [Insert Method]
- **Transaction ID:** [Insert ID]
- **Date of Payment:** [Insert Date]

Confirmation Steps

1. Verify the payment amount and method.
2. Check the transaction ID for accuracy.
3. Contact our support team at [Insert Contact Info] if there are discrepancies.

Thank you for your attention to this matter. Please let us know if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]