

Payment Settlement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the settlement of your payment as per the agreed terms.

Details of the payment are as follows:

- Invoice Number: [Insert Invoice Number]
- Payment Amount: [Insert Amount]
- Payment Date: [Insert Payment Date]
- Payment Method: [Insert Payment Method]

We appreciate your timely payment and look forward to continuing our business relationship. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]