

Payment Confirmation Acknowledgment

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your payment. This letter serves as confirmation of the payment made on [Insert Payment Date] for the amount of [Insert Amount].

Payment Reference Number: [Insert Reference Number]

We appreciate your promptness in this matter. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your business.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]