

Payment Advice for Credit Account

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that we have received your payment for your credit account. Below are the details of the transaction:

Account Number	[Account Number]
Payment Amount	[Payment Amount]
Transaction Reference	[Transaction Reference]
Payment Date	[Payment Date]

Thank you for your prompt payment. Please feel free to reach out to us for any inquiries regarding your account.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]