

Payment Verification Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your payment made on [Payment Date] in the amount of [Payment Amount]. This payment was made for [Goods/Services Description].

Details of the Transaction:

- **Payment Method:** [Payment Method]
- **Transaction Reference Number:** [Transaction Reference]
- **Date of Payment:** [Payment Date]

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]