

# Payment Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to acknowledge the receipt of your payment of [Amount] received on [Payment Date]. We appreciate your prompt payment.

Invoice Number: [Invoice Number]

Payment Method: [Payment Method]

If you have any questions regarding this payment, please feel free to contact us at [Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Contact Information]