

Payment Status Update Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the status of your recent payment for invoice number [Insert Invoice Number]. We are pleased to inform you that your payment of [Insert Amount] has been successfully received and processed on [Insert Payment Date].

Your updated payment status is now marked as "Completed." Please keep this confirmation for your records.

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]