

Dear [Client's Name],

Thank you for reaching out regarding your payment inquiry.

We appreciate your promptness in addressing this matter. After reviewing our records, we can confirm that your payment of [amount] was received on [date]. If you have not seen this reflected in your account, please allow [number of days] for processing.

If you have any further questions or need additional assistance, please do not hesitate to contact us.

Thank you for your understanding.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]