

# Payment Acknowledgment Letter

Date: [Insert Date]

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To:

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge the receipt of your payment of [Amount] for Invoice #[Invoice Number], which was received on [Date of Payment].

Thank you for your prompt payment. We appreciate your business and look forward to serving you in the future.

If you have any questions or require further information, please do not hesitate to contact us.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]