

Payment Acknowledgment Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of your payment of [Amount] received on [Date]. This payment is associated with the invoice number [Invoice Number].

Thank you for your prompt payment. If you have any questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]