

Payment Verification

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Verification for Invoice #[Invoice Number]

We are writing to confirm the receipt of your payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Payment Amount]. This payment was received on [Payment Date].

Details of the Transaction:

- Payment Method: [Payment Method]
- Transaction Reference: [Transaction Reference]
- Amount: [Payment Amount]

Thank you for your prompt payment. Please retain this letter for your records. If you have any questions regarding this transaction, do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]