

Receipt of Payment Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received your payment of [Amount] for [Description of Goods/Services] on [Date of Payment].

Your transaction details are as follows:

- Payment Method: [Credit Card, PayPal, etc.]
- Transaction ID: [Transaction ID]
- Payment Reference: [Reference Number]

Thank you for your prompt payment. If you have any questions, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]