

Verification of Payment Receipt

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Verification of Payment Receipt

Dear [Recipient Name],

This letter serves to confirm the receipt of payment made on [Insert Payment Date] in the amount of [Insert Amount]. The payment was received for [Insert Purpose/Invoice Number].

Details of the transaction are as follows:

- Payment Method: [Insert Payment Method]
- Transaction ID: [Insert Transaction ID]
- Date of Payment: [Insert Date]

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]