

# Letter of Acknowledgment of Payment Received

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We would like to take this opportunity to acknowledge receipt of your payment in the amount of [Payment Amount] received on [Payment Date]. We appreciate your promptness in settling your account.

If you have any questions or need further assistance, please feel free to contact us at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]