

# Debt Payment Confirmation

Date: [Insert Date]

From: [Your Name/Company Name]

Address: [Your Address]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

This letter is to formally confirm the receipt of your payment towards the outstanding debt. We have received the amount of [Insert Amount] on [Insert Payment Date].

Details of the payment are as follows:

- Invoice Number: [Insert Invoice Number]
- Payment Method: [Insert Payment Method]
- Date of Payment: [Insert Date]

The remaining balance on your account is [Insert Remaining Balance].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]