

# Full Payment Receipt Acknowledgment

Date: \_\_\_\_\_

**To:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dear [Recipient's Name],

We hereby acknowledge receipt of your full payment of **[\$[Amount]** for [Description of Services/Product] on **[Payment Date]**.

This payment pertains to the following invoice:

Invoice Number: **[Invoice Number]**

Invoice Date: **[Invoice Date]**

Thank you for your prompt payment. Should you have any questions, feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]