

Confirmation of Payment Received

Date: [Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hereby confirm that we have received your payment of [amount] for Invoice Number [invoice number], dated [invoice date].

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]