

Receipt Confirmation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hereby confirm the receipt of your payment for Invoice Number [Insert Invoice Number], dated [Insert Invoice Date]. The total amount of [Insert Amount] has been successfully processed on [Insert Payment Date].

Thank you for your prompt payment. We appreciate your business and look forward to continuing our relationship.

If you have any questions, please feel free to contact us at [Insert Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]