

Official Confirmation of Tax Payment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to officially confirm the receipt of your tax payment submitted on [Insert Payment Date]. The details of the transaction are as follows:

- **Payment Amount:** \$[Insert Amount]
- **Payment Method:** [Insert Payment Method]
- **Transaction ID:** [Insert Transaction ID]
- **Tax Year:** [Insert Tax Year]

If you have any questions or require further information, please do not hesitate to contact us at your convenience.

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]