

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter is to confirm that we have received your rent payment for the month of [Insert Month/Year]. The payment amount of [Insert Amount] was received on [Insert Payment Date].

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]