

# Payment Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received your payment of [Insert Amount] for [Insert Details of Service/Product]. The payment was received on [Insert Date of Payment].

Thank you for your prompt payment. Should you have any questions or require further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]