

Payment Reception Acknowledgment

Date: [Insert Date]

From: [Your Name/Company Name]

To: [Recipient Name/Company Name]

Dear [Recipient Name],

We hereby acknowledge the receipt of your payment amounting to [insert amount] on [insert date]. This payment is for the invoice number [insert invoice number].

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

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]