

Payment Confirmation

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to confirm that we have processed your payment for the services rendered as per our agreement dated [Agreement Date]. The details of the payment are as follows:

- Invoice Number: [Invoice Number]
- Payment Amount: \$[Amount]
- Payment Date: [Payment Date]
- Payment Method: [Payment Method]

Please allow [X] business days for the funds to clear, depending on your bank's policies. If you have any questions or require further assistance, please feel free to contact us.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]