

# Utility Payment Confirmation

Date: [Insert Date]

Dear [Customer Name],

We are writing to confirm that we have received your utility payment for the account number [Insert Account Number].

## **Payment Details:**

- Payment Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Transaction ID: [Insert Transaction ID]

Your payment has been successfully processed and will be reflected in your account within [Insert Time Frame]. Thank you for your prompt payment.

If you have any questions or concerns, please do not hesitate to contact our customer service department at [Insert Contact Information].

Best regards,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]