

# Confirmation of Utility Invoice Settlement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the receipt of your payment for the utility invoice dated [Invoice Date]. We appreciate your prompt settlement of the invoice number [Invoice Number] in the amount of [Invoice Amount].

Your payment was received on [Payment Date] and has been successfully processed. The outstanding balance is now [New Balance if applicable or "zero"].

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your timely payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]