

Payment Acknowledgment Letter

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your payment in the amount of \$[Amount] for invoice #[Invoice Number] dated [Invoice Date]. We appreciate your prompt payment and continued support.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you once again for your payment.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]