

Payment Receipt Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We wish to confirm that we have received your payment of [Insert Amount] on [Insert Date]. Thank you for your promptness in settling your account.

Details of the Payment:

- Payment Method: [Insert Payment Method]
- Invoice Number: [Insert Invoice Number]
- Reference Number: [Insert Reference Number]

If you have any questions, please feel free to contact us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]