

Acknowledgment of Advance Payment

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hereby acknowledge the receipt of your advance payment of [Amount] for [Description of Services or Goods]. This payment is for [insert purpose or project] and was received on [Insert Date of Payment].

We appreciate your prompt payment and look forward to continuing our work together. Please feel free to reach out if you have any questions or require further assistance.

Thank you once again for your trust in us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]