

# Acknowledgment of Full Payment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the receipt of your full payment of [amount] made on [payment date] for invoice #[invoice number].

Your prompt payment is greatly appreciated. As a result of this transaction, your account with us is now settled.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]