

Payment Received Confirmation

Dear [Recipient's Name],

We are writing to confirm that we have received your payment for the outstanding balance of [amount] on [date]. Thank you for settling your account.

Your updated account balance is now [new balance]. If you have any questions regarding your account, please do not hesitate to contact us.

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]