

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Confirmation of Invoice Settlement

Dear [Recipient's Name],

We would like to confirm that we have received your payment for Invoice #[Invoice Number] dated [Invoice Date]. The total amount of [Amount] has been settled on [Payment Date].

Thank you for your prompt payment. If you need any further information or assistance, please do not hesitate to contact us.

Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]