Confirmation of Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that we have received your payment for Invoice #[Invoice Number], dated [Invoice Date]. The details of the payment are as follows:

- **Amount Paid:** [Insert Amount]
- **Payment Method:** [Insert Payment Method]
- **Transaction Reference:** [Insert Transaction Reference]

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]