[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Confirmation of Payment Received**

Dear [Recipient’s Name],

We are pleased to confirm that we have received your payment of [AMOUNT] on [DATE] for [*INVOICE NUMBER/DESCRIPTION OF PAYMENT PURPOSE*].

**Payment Details**

* **Invoice Number**: [INVOICE NUMBER]
* **Amount Paid**: [AMOUNT]
* **Payment Method**: [*e.g., Bank Transfer, Credit Card, Check*]
* **Payment Date:** [DATE]

Your payment has been successfully processed, and your account is now up to date. If you require a receipt or additional documentation, please let us know, and we will be happy to provide it.

Should you have any questions or require further assistance, please direct them to [Name, Title], at [Email Address/Phone Number].

Thank you for your prompt payment and continued partnership.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]