

[Your Company Letterhead]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP]

Date: _____

To:

[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, ZIP]

Subject: Confirmation of Payment

Dear [Recipient Name],

This letter is to formally confirm receipt of your payment.

- Amount Received: _____
- Payment Date: _____
- Invoice/Reference Number: _____
- Payment Method: _____

We sincerely appreciate your prompt payment.

If you have any questions regarding this confirmation or payment details, please do not hesitate to contact us.

Thank you for your business.

Sincerely,

[Your Name]
[Your Title/Position]
[Company Name]