
Advance Payment Receipt Letter

John Doe

123 Maple Street

Boston, MA 02101

john.doe@email.com

(123) 456-7890

September 16, 2024

Jane Smith

ABC Services

456 Oak Avenue

Boston, MA 02102


Subject: **Receipt of Advance Payment for Web Development Services**

Dear Jane Smith,

I am writing to acknowledge the receipt of an advance payment of **\$2,000** on **September 15, 2024**, for the purpose of **web development services**. This payment serves as a partial settlement of the agreed total amount of **\$5,000** as per our agreement dated **September 10, 2024**.

The details of the transaction are as follows:

- **Payment Amount:** \$2,000
- **Date of Payment:** September 15, 2024
- **Payment Method:** Bank Transfer
- **Purpose of Payment:** Web Development Services



Please keep this letter as proof of the payment. Should you require any further documentation, feel free to reach out.

Thank you for your prompt payment. We are committed to delivering the agreed services on or before **October 15, 2024**.

Sincerely,

John Doe

Web Developer

JD Web Solutions