**Proof of Payment Letter**

horizontal line

**John Doe  
123 Maple Street  
Anytown, CA 90210  
johndoe@email.com  
555-123-4567  
June 27, 2024**

**Jane Smith  
789 Oak Avenue  
Any City, CA 90212**

Dear Jane Smith,

This letter serves as proof of payment for the transaction completed between John Doe and Jane Smith. Below are the details of the transaction for your records:

* **Date of Payment:** June 26, 2024
* **Amount:** $200.00
* **Payment Method:** Bank Transfer
* **Purpose of Payment:** Consulting services for the month of June 2024
* **Transaction Reference Number:** 987654321

Please find attached the invoice related to the payment for your reference. This letter and the attached invoice confirm that the payment was made and received as stated above.

Should you have any questions or require further verification, please do not hesitate to contact me at johndoe@email.com or 555-123-4567.

Thank you for your attention to this matter.

Sincerely,

**[John Doe's Signature (if sending a hard copy)]  
John Doe**