
Proof of Receipt of Payment Letter

[Your Company Name or Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Confirmation of Payment Received

Thank you for your recent payment. We are writing to confirm that we have received your payment as detailed below:

- **Amount Received:** \$[Amount]
- **Date Received:** [Date]
- **Payment Method:** [Check, Credit Card, Bank Transfer, etc.]
- **Reference/Transaction ID:** [Transaction ID]
- **Payment For:** [Description of goods/services]

This receipt acknowledges that your payment has been successfully received and applied to your account. No further action is required.

We appreciate your promptness in settling your account and look forward to our continued business relationship. Please keep this letter as proof of your payment.

Should you have any further inquiries or require additional assistance, please feel free to contact our office directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]