
Receipt of Payment Letter to Customer

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

Subject: Receipt of Payment

We are writing to acknowledge the receipt of your payment of **[\$Amount]** received on **[Date]**. This payment is for the **[describe service or product]** provided by our company, referenced under Invoice **[Invoice Number]**.

Please find the details of the transaction below:

- **Amount Received:** \$[Amount]
- **Payment Method:** [Payment Method]
- **Invoice Number:** [Invoice Number]
- **Date of Payment:** [Date of Payment]

We appreciate your prompt payment and look forward to continuing our business relationship. Should you have any questions regarding this payment or any other matter, please do not hesitate to contact us at **[Your Contact Information]**.

Thank you for your attention to this matter and for your continued trust in our company.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]