

Formal acknowledgement of received payment

Subject: Acknowledgement of Received Payment

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the payment amounting to [amount] on [date].

This payment has been successfully credited to our account and recorded in our financial records.

We greatly appreciate your promptness in fulfilling this obligation. Kindly retain this letter as proof of payment acknowledgement for your records.

Thank you for your continued trust and cooperation.

Sincerely,

[Your Name]

[Your Position]

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