

Formal payment receipt acknowledgement

Subject: Acknowledgement of Payment Received

Dear [Recipient's Name],

We are writing to formally acknowledge the receipt of your payment of [Amount] on [Date] regarding Invoice #[Invoice Number]. This payment has been successfully recorded in our system, and your account has been updated accordingly.

Thank you for settling this payment promptly. We greatly value your continued trust and business relationship.

Should you require a detailed statement or confirmation slip, please feel free to contact us.

Sincerely,

[Your Name]

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