

Official acknowledgement receipt

Subject: Official Receipt of Payment

Dear [Recipient's Name],

This letter acknowledges the receipt of your payment of [Amount], received on [Date], under reference number #[Reference Number]. This payment has been duly processed and recorded in accordance with our official records.

Please keep this letter as an official proof of payment for your files. Should you need further documentation or stamped copies, kindly contact our office.

Respectfully,

[Your Name]

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