Acknowledging received payment

Subject: Confirmation of Payment Receipt

Dear [Customer's Name],

This letter is to confirm that we have received your payment of [Amount] on [Date] for [Invoice/Service reference].

We sincerely appreciate your timely payment and continued trust in our services. Your account is now updated, and no outstanding balance remains.

Please keep this letter for your records.

Respectfully,

[Your Name]

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https://www.lettersandtemplates.com/letters/confirmation-of-receipt-letter