

Formal Deposit Confirmation Letter

Subject: Confirmation of Deposit Received

Dear [Client's Name],

This is to confirm that we have received your deposit of [amount] on [date] for [purpose, e.g., rental property, purchase order, service contract]. The funds have been credited to your account under reference number [transaction number].

We appreciate your timely payment and look forward to proceeding with the next steps of our agreement. Please keep this confirmation letter for your records.

Should you have any questions or require further documentation, do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/deposit-confirmation-letter>