

Payment Acceptance Letter Sample

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing this letter to confirm that I have received your payment for [invoice/service/product] on [date]. Thank you for your timely payment. We greatly appreciate your business and look forward to continuing to work with you in the future.

I would also like to take this opportunity to confirm the details of the payment. The amount paid was [amount] and the payment method used was [method]. The transaction reference number is [number]. If you have any questions or concerns regarding the payment, please do not hesitate to contact me.

Once again, thank you for your prompt payment. We value your business and will continue to provide you with the best possible service.

Sincerely,

[Your Name]