

Payment Receipt Acknowledgement Letter Sample

From:

Your Name

Your Company Name (if applicable)

Your Address

To:

Recipient Name

Recipient Company Name

Recipient Address

Dear [Mr. John],

This is to confirm that on [June 25, 2019], we received [\$5000] (Five Thousand US Dollars) from you, sent from your bank account number [123456] at the [Allied Bank] and deposited into our account [954785] at [The National Bank] as a deposit for shipment number [412563] that you ordered on [May 1, 2019] and identified by transaction number [3658749].

Best Regards