

Formal Confirmation Letter for Receiving Money

Subject: Confirmation of Payment Received

Dear [Recipient Name],

This is to formally acknowledge the receipt of payment amounting to [Amount] for [Purpose/Invoice Number] on [Date]. We confirm that the funds have been successfully received in our account.

Thank you for your prompt transaction. Please retain this letter as a formal receipt.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-of-confirmation-letter-receiving-money>