

# Third Party Payment Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Third Party Payment Confirmation Letter

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally confirm the receipt of a third-party payment made to [Your Company Name] on behalf of [Client/Beneficiary Name]. This payment was made for the invoice dated [Invoice Date] in the amount of [Invoice Amount].

Below are the details of the third-party payment:

- Payment Amount: [Amount]
- Payment Date: [Date]
- Payment Reference/Transaction ID: [Reference/ID]
- Third-Party Name: [Third-Party Name]
- Third-Party Contact Information: [Email/Phone]

We have successfully processed the payment and applied it to the outstanding invoice. The payment has been recorded in our system under the invoice reference number [Invoice Reference Number]. Please note that any future communication or updates related to this payment will be

directed to the third-party contact provided.

Should you require any further information or have any questions regarding this payment, please do not hesitate to contact me directly at [Your Email Address] or [Your Phone Number].

Thank you for choosing [Your Company Name] for your [Products/Services] needs. We appreciate your business and look forward to serving you in the future.

Sincerely,

[Your Full Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Enclosure: Copy of Invoice [Invoice Number] and Third-Party Payment Receipt