

Formal Third Party Payment Confirmation Letter

Subject: Confirmation of Third Party Payment

Dear [Recipient Name],

This letter serves to confirm that the payment for [Invoice/Order Number] has been received from [Third Party Name] on behalf of [Original Payer Name]. The amount received is [Amount], and the transaction was completed on [Date].

Please note that this payment fully satisfies the obligation for the aforementioned invoice. Should you require any additional information or documentation, feel free to contact us.

Sincerely,

[Your Name]

[Position/Department]

[Company Name]

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