

Company Name  
Company Address Line 1  
Company Address Line 2  
Date: [Insert Date]

To:  
[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Address]

**Subject: Payment Confirmation Letter**

Dear [Supplier's Name],

We are writing to confirm that we have successfully processed the payment for the following invoice:

**Invoice Number:** [Invoice Number]

**Invoice Date:** [Invoice Date]

**Amount:** [Amount] [Currency]

**Payment Method:** [Payment Method]

**Payment Date:** [Payment Date]

Please verify receipt of the above payment and kindly acknowledge this confirmation at your earliest convenience.

Should you require any further information or have any questions regarding this payment, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]  
[Company Name]

**Important Notes:**

- Always double-check all payment and invoice details before sending this confirmation.
- Keep a copy of the confirmation letter for both parties' records.
- This letter serves as proof of payment but is not a substitute for bank transaction records.
- Customize the template as per your company's requirements and payment terms.