

# Payment Acknowledgement Receipt

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Receipt No.: \_\_\_\_\_

## Received From

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

## Payment Details

Amount (in words): \_\_\_\_\_  
Amount (in figures): \_\_\_\_\_  
Payment Method: \_\_\_\_\_  
Reference/Transaction ID: \_\_\_\_\_

Description	Invoice/Ref. No.	Amount
_____	_____	_____

This is to acknowledge receipt of the above-mentioned payment from the aforementioned party towards the specified purpose.

**Remarks:** \_\_\_\_\_

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Authorized Signature

Name: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Recipient's Signature

Name: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- This receipt serves as proof of payment and should be retained for records.
- Verify all details before accepting/signing the receipt.
- Invalid or incomplete receipts may not be recognized for future reference.
- This document does not constitute a tax invoice unless specified.
- Contact the issuer for any discrepancies or clarifications.