

# Payment Confirmation Letter

Date: 19 June 2024

Reference No: PC-2024-00189

To,

Mr. John Doe  
123 Main Street  
Springfield, XY 12345

Dear Mr. Doe,

This letter serves as a formal confirmation that we have successfully received your payment as detailed below:

**Payment Amount** : USD 2,500.00

**Payment Date** : 18 June 2024

**Payment Method** : Bank Transfer

**Invoice Number** : INV-2024-0745

**Received By** : Jane Smith, Finance Manager

Thank you for your prompt payment. Please retain this letter as proof of your payment.

Sincerely,

**ABC Corporation**

456 Business Street, Suite 220  
Springfield, XY 12346  
Email: finance@abccorp.com  
Tel: (555) 234-7654

## Important Notes:

- This document serves as official confirmation of payment received.
- Please verify all details carefully; contact us if corrections are needed.
- Keep this letter for future reference and auditing purposes.
- Payment confirmation letters are typically not considered tax receipts unless otherwise stated.