

## CHEQUE PAYMENT ACKNOWLEDGMENT RECEIPT

Receipt No.: \_\_\_\_\_

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

Received From: \_\_\_\_\_

Address: \_\_\_\_\_

Cheque No.: \_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Cheque Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount (in figures): â,¹ \_\_\_\_\_

Amount (in words): \_\_\_\_\_

I hereby acknowledge the receipt of the above stated amount by cheque, as detailed above, in settlement of:

\_\_\_\_\_

Receiver's Name & Signature:

\_\_\_\_\_

Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Important Notes:

- Ensure all cheque details are correct before issuing the acknowledgment.
- This receipt confirms only the receipt of cheque, not the realization of funds.
- Retain this document for your records and future reference.
- Do not hand over goods/services until the cheque is cleared, unless previously agreed upon.
- Alterations in the document must be initialed by both parties.