

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.