

# Payment Acknowledgement Email

**From:** accounts@companydomain.com  
**To:** clientname@clientdomain.com  
**Subject:** Payment Receipt Confirmation - [Invoice No.]

Dear [Client Name],

We gratefully acknowledge receipt of your payment. The details are as follows:

**Amount:** [Amount Paid]  
**Date of Payment:** [Date]  
**Invoice No.:** [Invoice Number]  
**Payment Method:** [Payment Method]  
**Reference No.:** [Transaction Reference]

Your prompt payment is greatly appreciated. If you have any questions or require further assistance, please do not hesitate to contact us.

Best regards,  
[Sender's Name]  
Accounts Department  
[Company Name]  
[Contact Information]

## Important Notes:

- Always verify payment details before sending this email.
- Keep a record of all payment acknowledgements sent to clients.
- Ensure all placeholders are replaced with the correct details.
- This document serves as an official confirmation of received payment.
- If any discrepancies are found, notify the concerned party immediately.