

From:

ABC Enterprises
123 Business Lane
Springfield, XY 12345
Email: support@abc.com

To:

John Doe
456 Customer Road
Springfield, XY 12345

Date: 28 June 2024

Subject: Payment Acknowledgement Letter

Dear John Doe,

We would like to acknowledge the receipt of payment from you as detailed below:

Payment Amount: \$850.00

Payment Date: 24 June 2024

Invoice Number: IN-10234

Payment Mode: Bank Transfer

We thank you for your prompt payment and appreciate your business with us.

If you have any questions regarding this payment or require further assistance, please do not hesitate to contact us.

Sincerely,

Lisa Smith

Finance Manager
ABC Enterprises

Important Notes:

- This letter serves as official proof of payment received.
- Keep this document for your financial records.
- Double-check payment details for accuracy.
- Contact the issuer immediately if any information appears incorrect.
- This letter does not replace a formal receipt or tax invoice where required.