

Payment Settlement Acknowledgement Letter

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Payment Settlement Acknowledgement

Dear [Recipient Name],

This letter serves as formal acknowledgement of the receipt and settlement of payment relating to
Invoice/Account Number: [Insert Number].

We confirm that we have received a total payment of **[Insert Amount]** on **[Insert Payment Date]**, for the
above-mentioned account.

By this letter, we acknowledge that the outstanding payment has been fully settled, and there are no further
financial obligations due from your end with respect to the stated invoice/account.

We appreciate your prompt attention to this matter. Should you require any further information or
documentation, please feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]
[Contact Details]

Important Notes:

- Ensure that all payment details and parties' information are accurate before sending this letter.
- This document serves as legal proof of payment settlement between parties.
- Retain a signed copy for both sender and recipient records.
- If there are any discrepancies, contact the issuing party immediately.
- Always use formal language when preparing official acknowledgements.