

Payment Settlement Letter

Date: 24 June 2024

To:

Mr. John Doe

123 Main Street

Midtown, Anywhere 56789

Subject: **Confirmation of Full Payment and Receipt Issuance**

Dear Mr. John Doe,

This letter is to formally confirm that we have received the full payment as described below, and your account has now been settled with respect to the referenced invoice.

Invoice Number:	INV-2024-1087
Payment Amount:	\$1,280.00
Date of Payment:	20 June 2024
Payment Method:	Bank Transfer
Reference:	TRX18947537

Please find the attached receipt below as evidence of the payment made and received in full.

Receipt

Receipt Number: RCPT-2206-0487
Received From: John Doe
Amount: \$1,280.00
For: Settlement of Invoice INV-2024-1087
Date Received: 20 June 2024
Received By: Sarah Lee

With this, all obligations regarding the cited invoice are considered fully satisfied. Should you need further clarification or assistance, please do not hesitate to contact our office.

Sincerely,

Mark Stevens
Accounts Manager
ABC Corporation

Important Notes

- Always verify all payment details and attached receipts for accuracy.
- Keep a copy of the settlement letter and receipt for your official records.

- This document serves as formal proof of payment and settlement of the specified invoice only.
- If you notice any discrepancies, report them to the issuing party immediately.