

Date: 21 June 2024
Reference No.: PS-2024-117

To,
Mr. John Doe
Accounts Manager
ABC Corporation
123 Main Street
Cityville, 123456

SUBJECT: PAYMENT SETTLEMENT LETTER FOR INVOICE NO. INV-78945

Dear Mr. Doe,

This is to confirm the settlement of payment with respect to the invoice mentioned above. We have received the full payment of **\$8,000** against Invoice No. INV-78945 dated 10 June 2024 for the supply of goods/services as per our agreement.

Details of Payment Received:

Amount: \$8,000

Payment Method: Bank Transfer

Date of Receipt: 18 June 2024

Transaction Reference: TRX5748392

With this settlement, all dues pertaining to the above invoice stand cleared. Kindly treat this letter as an official acknowledgment of payment.

Please feel free to contact us for any further clarification.

Yours sincerely,

Jane Smith
Finance Officer
XYZ Enterprises
Email: finance@xyz-enterprises.com

Important Notes:

- This letter serves as an official record of payment settlement between both parties.
- Ensure all payment details are accurate before sending this letter.
- Retain a copy of this document for future reference and audit purposes.
- This letter does not waive any rights for further claims where necessary.
- Modify the template as needed according to your company's requirements.