

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](mailto: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.