

Acknowledgement of Cash Received

Date: 10 June 2024

To,
Mr. John Doe
123 Market Street
Citytown, 456789

Subject: Acknowledgement of Cash Received

Dear Mr. Doe,

This is to acknowledge the receipt of cash amounting to **USD 2,000** (Two Thousand United States Dollars only) from you on **10 June 2024** in connection with your payment towards **invoice #00456**.

The cash received has been counted and found correct. This amount has been received for services rendered as per our agreement dated 01 June 2024.

Kindly treat this letter as an official acknowledgment of the cash received. Please retain this document for your records.

Sincerely,

Jane Smith
Accounts Manager
Acme Services Ltd.
789 Broadway Avenue
Citytown, 456789

Important Notes:

- This document should be signed by an authorized representative.
- Always specify the amount, date, and reason for payment clearly.
- Keep copies for both issuer and recipient for future reference.
- Alterations or overwriting should be avoided to prevent disputes.
- Attach supporting documents like invoice references if applicable.