

Payment Acknowledgment Letter

Date: _____

To,

Subject: Payment Acknowledgment

Dear _____,

This letter is to confirm the receipt of payment from:

Name: _____
Amount Received: _____
Payment Date: _____
Payment Method: _____
Invoice/Reference #: _____

We acknowledge that the above payment has been received in full and applied accordingly. If you have any questions or require additional information, please let us know.

Sincerely,

Authorized Signature

Important Notes:

- This letter is proof of payment for the specified transaction.
- Ensure payment details are correct before sending.
- Keep a copy for your records and for the payee.
- Customize as necessary for each transaction.
- This document is not a substitute for an official invoice or receipt.