
Payment Received Receipt Letter with Thanks

[Your Name or Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Receipt of Payment

I am writing to confirm the receipt of your payment made on [Date of Payment] in the amount of \$[Amount]. We appreciate your promptness in settling the invoice [Invoice Number], which covers the [describe service or product].

Details of the Payment:

- **Amount Received:** \$[Amount]
- **Payment Method:** [e.g., check, bank transfer, etc.]
- **Transaction Reference:** [If applicable]

This payment has been applied to your account and settles the invoice due on [Due Date of Invoice]. Please find attached the updated statement of your account for your records.

We sincerely appreciate your continued trust and support in our services/products. Your timely payments contribute to our ongoing ability to serve all our clients/customers efficiently. We are grateful for the opportunity to do business with you and look forward to your continued patronage.

Should you have any queries regarding this transaction or any other matter, please do not hesitate to contact me directly at [Your Phone Number] or via email at [Your Email Address]. We are here to assist you.

Thank you once again for your payment and your commitment to a timely settlement.

Warm regards,

[Your Signature, if sending a hard copy]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]