**[Date]**

**[Sender's Name]**

[Sender's Address]

[Sender's Phone Number]

[Sender's Email Address]

**[Recipient's Name]**

[Recipient's Address]

[Recipient's Phone Number]

[Recipient's Email Address]

**Dear [Recipient's Name],**

We are writing to acknowledge receipt of your payment of **[$Amount]**. We received your payment via **[Method of Payment]** on **[Date]**. This transaction's invoice/reference number is **[Invoice/Reference Number]**.

We would like to offer our heartfelt appreciation for your fast payment and ongoing support. We value your business and look forward to the prospect of future collaboration.

Please let us know if there is anything else we can do to help you.

**Sincerely,**

**[Sender's Name]**