**[Your Company Name]**

[Address]

[City, State ZIP Code]

[Date]

**[Recipient Name]**

[Address]

[City, State ZIP Code]

**Dear [Recipient Name],**

This letter is to confirm receipt of money from your end. We received a payment of [Amount of Payment] from you on [Date of Payment]. The payment was made using [Payment Method].

The payment was made to purchase [Description of Paid-for Goods or Services]. The transaction went well, and the amount was credited to our account.

Thank you for your fast payment and your ongoing patronage of our company. We enjoy our partnership with you and look forward to continuing to serve you.

Please do not hesitate to contact me with any queries or concerns.

**Sincerely,**

**[Your Signature]**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**