**Payment confirmation letter sample**

(insert the date)

(insert the name of the company)

To (insert the position and the name of the receipt),

We hereby confirm that we have received your payment of (insert the payment amount) regarding (insert the object of the transaction). The entire quantity of money was received today, (insert the date).

This way we also want to thank you for your promptitude and we are looking forward to collaborate again in the future.

If you need any other further information please, feel free to contact our company at (insert the company’s contact details). We will be please to answer you to any question.

Best regards,

(insert the name of the sender)