[Date]  
  
  
[NAME, COMPANY AND ADDRESS, ex.   
Tom Atkinson  
COMPANY Inc.   
14 Edith Street,   
Hackney West,   
ZIP POST CODE]  
  
Dear [NAME, ex. Tom Atkinson],  
  
We are writing to confirm we have received your payment of [PAYMENT AMOUNT] on [PAYMENT DATE]. We have immediately started your [TYPE OF SERVICE ex. broadband] service. We will charge your account [PAYMENT AMOUNT] every [PAYMENT DATE ex. 13th] of the month for the length of this contract.  
  
Thank you for your payment and we hope you enjoy your service with [NAME OF YOUR COMPANY/BUSINESS]. If you require any assistance regarding our service, please do not hesitate to contact our support team on [SUPPORT TEAM'S CONTACT NUMBER].  
  
Sincerely,   
  
[YOUR NAME, COMPANY AND ADDRESS]