**CONFIRMATION OF RECEIPT OF PAYMENT LETTER**

[DATE]

Dear [RECIPIENT NAME],

[COMPANY NAME] hereby confirms that we have received your payment in the amount of [NUMBER] US dollars for your order of [DETAILS], which are presented in the table below with its corresponding prices:

|  |  |
| --- | --- |
| **ITEM DESCRIPTION** | **AMOUNT** |
| [DETAIL 1] | [NUMBER 1] |
| [DETAIL 2] | [NUMBER 2] |
| **TOTAL** | **[NUMBER 3] USD** |

The payment was duly received on [DATE 1].

To express our heartfelt gratitude for your consistent patronage and prompt payment, the company    has enclosed a [NUMBER 4] USD voucher, which you can use in your next purchase with us.

 Thank you. We hope to serve you again soon.

 We look forward to your next transaction with our company!

Regards,

[YOUR SIGNATURE]

[YOUR NAME]