**PAYMENT RECEIVED CONFIRMATION LETTER**

[DATE]

Dear [RECIPIENT NAME]

This letter is to confirm and acknowledge the receipt of payment for [DETAIL] of Order [NUMBER]. The total amount of $[NUMBER 1] was duly received on [DATE 1]. Please confirm that the goods received were in proper order. Please don’t hesitate to write to us in case of any damaged goods received. We will take quick and appropriate action.

We value your business and look forward to serving you again.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]