**Sample Letter Format to Acknowledge Payment Received**

From:

Richard Brown

Accounts Manager

Zenith Technologies

New York

Date: 09.09.22

To,

Mr. Andrew Jose

Manager

New Age Hardware

New York

Sub: Acknowledging payment of $10850.

Dear Mr. Andrew,

We acknowledge the payment of $10850, received from you through internet banking on 09.09.2022 against invoice no. 789 dated 05.08.2022.

With the payment of $10850, all the dues have been cleared except for the latest bill which was raised last week the details of which are, invoice no. 1002 dated September 3rd, 2022. Your company has always been quite prompt in clearing the dues and we high appreciate it.

It has always been wonderful working with you and we look forward to always keep serving you with the best of our goods and services.

Thanking you.

Sincerely,

Richard Brown

Accounts Manager

Zenith Technologies

New York

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