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Receiving of payment sample letter

Sample letter of receiving partial payment. Sample letter of receiving advance payment. Sample of acknowledgement letter for receiving payment. How do i write a payment letter. How do i write an authorization letter for payment. How to write a letter of payment received.

\_\_\_\_\_ (Sender's Details) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date) \_\_\_\_\_ (Receiver's Details) \_\_\_\_\_ Subject: Payment confirmationDear Sir/Madam, This is in reference to the \_\_\_\_\_ (purchase order no./reference number) regarding payment of amount \_\_\_\_\_ (amount). I/We hereby confirm that I/we have received a payment of \_\_\_\_\_/- (amount) for \_\_\_\_\_ (purpose of payment). The detail of the payment is mentioned below:- Name of Payee: \_\_\_\_\_ Purpose of payment: \_\_\_\_\_ Mode of Payment: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_ Kindly consider this letter as a confirmation of the payment received for the purpose of \_\_\_\_\_ (mention purpose). Thanking you, \_\_\_\_\_ (Your Name), \_\_\_\_\_ (Contact Details) Incoming Search Terms: confirmation letter for payment receivedsample letter for payment confirmationpayment confirmation letter to client All Letters » Payment Receipt Acknowledgement Letter Sample A payment receipt letter confirms to the other party that you received the money that they have sent, deposited, or paid to you. It can be written by an individual or a corporate entity. Either way, the format of the letter does not change. Payment receipts constitute legal documents in most cases, so they have to be very accurate and contain as many details as possible. The sender's name The recipient's name Payment amount, in numbers and words Payment date Payment method (cash, bank deposit, wire transfer, check) Sending account Receiving account Reason for the payment Transaction number Specify the amount that was received Specify the date of payment If necessary, indicate the method of payment: cash, check, wire transfer, etc. Specify the reason for the payment Mention related invoice number and date (optional) From: Your Name Your Company Name (if applicable) Your Address To: Recipient Name Recipient Company Name Recipient Address Dear [Mr. John], This is to confirm that on [June 25, 2019], we received [\$5000] (Five Thousand US Dollars) from you, sent from your bank account number [123456] at the [Allied Bank] and deposited into our account [954785] at [The National Bank] as a deposit for shipment number [412563] that you ordered on [May 1, 2019] and identified by transaction number [3658749]. Best Regards See Also Payment Acknowledgment / Confirmation Letter I hereby confirm that I received an amount of 25,000 Rs from Mr. Suresh Kumar towards purchase of the lab equipment. Please consider this as an acknowledgment of payment received. Feel free to contact us regarding any queries or assistance. Thanking you. Cash acknowledgment letters act as proof of payment received. They should be provided to the cash payor after receiving the payment. The payment acknowledgment should consist of the amount received, the cash payor's name, date, and reason for the payment. Here you can find some best cash acknowledgment letter formats . Sub: Payment confirmation letter. Dear Sir/Madam, This is in reference to your payment for the sum of ..... Rs for ..... [reason] on [date]. Please consider this as an acknowledgment of the payment received. I express my deep gratitude to you for always supporting us. Kindly contact me for any queries. Thanking you. Sincerely, Name & Signature, Sub: Payment acknowledgment letter. Dear Mr. /Ms....., I am writing this to acknowledge that I have received a sum of ..... Rs for [purpose] on [date]. Thank you for paying in a timely manner. It is also my pleasure to inform you that you no longer have any outstanding balance. We look forward to your long-term association. Please feel free to contact us for any further queries. Thanking you. Best Regards, Name & Signature, Sub: Payment receipt Dear Sir/Madam, You are hereby informed that your payment of Rs 5,000 was duly received on 25 May 2022 for your ordered items. Kindly keep this as proof of the payment receipt and submit it at the time of the delivery. We look forward to your next order. Thanking you. Regards, Name & Signature, Sub: Payment received confirmation. Dear Mr. /Ms....., I am writing this to confirm that I have received a payment of 15,00,000 (For Five Lakhs) on 05 June 2022 towards the purchase of RO equipment. I also ensure that the equipment will be delivered and installed on or before 15 June 2022. If you have any questions, please contact me and I will be available at 9123XXXX4570. Thanking you. Sincerely, Name & Signature, Sub: Payment receipt letter. Dear Mr. /Ms....., Received with thanks a sum of Rs..... in the following mode cash/cheque/ net banking/UPI towards ..... from ..... The balance shall be payable by the proposed purchaser on or before [due date]. Kindly acknowledge receipt in the name of the undersigned. Thanking you.

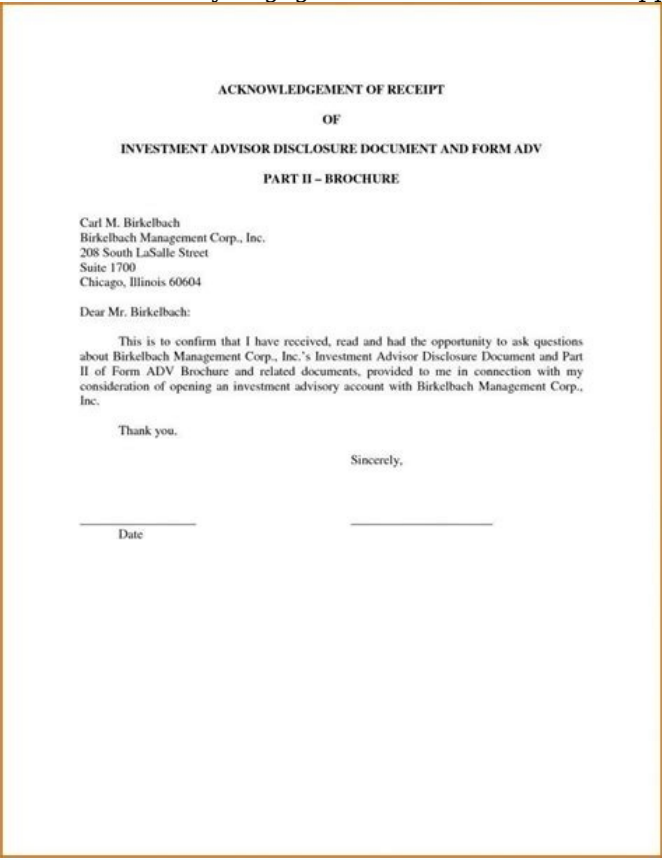


Yours sincerely, Name & Signature, Sub: Payment received confirmation. Dear Sir/Madam, This is to acknowledge that I received a sum of Rs..... which was transferred by you via net banking/direct cash/UPI. Thank you for paying on time. Kindly consider this as my acknowledgment of the receipt of cash. Thank you very much for the transfer. Sincerely, Name & Signature, Sub: Advance payment confirmation. Dear Mr. /Ms....., This is in reference to your payment made on [date] for [purpose]. I/we hereby acknowledge that an advance payment of Rs..... was received from [payor's name]. The balance amount of Rs..... Can be paid at the time of delivery of goods. Kindly keep this as proof of your advance payment receipt. Please contact us for any questions or support. Thanking you. Sincerely, Recipient signature, Sub: Acknowledgemtn of payment Dear Mr./Ms....., Please accept our best wishes. Thank you very much for your donation of amount ..... Rs, received by us on [date]. This will serve as an official acknowledgment of payment receipt. Please contact us for any queries. We truly appreciate your support of our mission. Sincerely, Signature, Name & Designation, Sub: Payment confirmation. Dear Sir/Madam, Thank you for your kindness and contribution of Rs..... on [date] to the mission of service to the poor. It is people like you who make our work possible. We the [Trust/NGO name] helping the poor since [date] by donating food, clothes, medicine, and money to the underprivileged and deprived people. Text Format: <https://www.letterheadgenerator.com/acknowledgment-letter-sample-for-receiving-money>

Acknowledgment Letter Sample For Receiving Money

Dear (Recipient): With reference to the money transfer that you made last week against the [state reason, example: purchase of my house], I hereby acknowledge and confirm that I received the amount of [\$3000], attached with letter is copy of the receipt for your reference. Thank you for your transfer. Sincerely,

We are constantly engaged in our work with the support of people like you. We value every rupee you have contributed and ensure we make the best use of it. Thanks again! Best Regards, Signature, Name & Designation, Sub: Payment receipt.



Dear Sir/Madam, This is to acknowledge that we have received your cheque bearing no. #5212545, dated [date] for a sum of Rs ..... Towards [purpose]. Kindly consider this as proof of receipt of your payment. Thanking you. Sincerely, Name & Signature, Sub: Payment acknowledgment receipt. Dear Mr./Ms....., This is to acknowledge that we have received a sum of Rs..... from [payor's name] towards the scholarship of our students for the academic year ..... We would like to thank you on behalf of [NGO/Organization's name] for your charity. This will help our students to pursue a better education without any financial difficulties. Thank you again for your continued support of our noble cause. Regards, Name & Signature, Sub: Payment confirmation letter. Dear Sir/Madam, We are honored to acknowledge that we received a grant of 20,00,000 Rs from ABC Trust on 25 June 2022. We hereby ensure that every rupee you donated will be used properly for the welfare of the children of our orphanage home.



We at [Orphanage home name] focus on quality care, education, and medical facilities for vulnerable children, and your support will motivate us to serve more such children. We are deeply grateful for your interest in supporting us financially. Thanking you. Sincerely, Your name. Sub: Payment confirmation letter. Dear Sir/Madam, This is to acknowledge that we received a payment of Rs..... for invoice no. #4512. We appreciate your timely payments. Looking forward to serving you more in the future. Thanking you. Regards, Name & Signature, Sub: Payment confirmation. Dear Sir/Madam, This is to acknowledge that we received a sum of Rs 75,000 on 02 June 2022 towards invoice no. #7454. Kindly consider this mail as a formal receipt of your payment. Hope you are happy with our service. For any queries or support please contact us at 9456XXXX50. Thanking you. Sincerely, Name & Signature, Sub: Received full and final settlement. Dear Sir/Madam, I, [your name], an ex-employee of [company name] writing this to acknowledge that I have received my full and final settlement amount of Rs..... today i.e on [Date]. Once again thank you for your support through my service at [company name]. Thanking you. Regards, Name & Signature, Previous Designation. Recommended: The sample acknowledgment letters for receipt of payment provided below can be used as format templates for official and personal purposes. You can further align these letters to your requirements by making a few necessary changes. Dear Sir, This letter acknowledges the receipt of your payment for the products supplied. We have received the complete payment for order number 345, which was supplied last week. Thank you for your continued trust in our company. We look forward to working with you in the future. Yours sincerely, Nikita Singh Manager Accounts Dear Manager, On behalf of our company Infinity Pvt. Ltd., I would like to acknowledge that we have received a payment of Rs. 50,000, which was due for order number 576. We look forward to collaborating with you in the future. Respectfully yours, Malini Malhotra Store Manager Acknowledgement Letter for Cheque Received 1st Format Mr Rohan Gupta Club President Subject: Acknowledgement of Cheque Received for Membership Renewal Dear Mr Rohan, Concerning your letter regarding the Quarterly Fee Payment of Our club, it is to acknowledge that we have received your Cheque No. XXXXX dated \_\_\_\_\_, amounted Rs.20,000/- as a quarterly membership renewal fee. We will renew your membership within 8-9 business days, and you will receive your membership card by the first week of May. Looking forward to serving you in the future. Regards, Sweta Acharya 2nd Format Ms Shruti Sen Manager Sales Galaxy Supplies Dear Ms Shruti, With this letter, we hereby acknowledge the invoice of Rs. 17,000 (seventeen thousand rupees only) as payment for office supplies from (date) to (date). I have attached our official invoice no—7890 acknowledging your payment for your reference. We thank you for your continued trust in our company and look forward to serving you. Best Regards, Sonia Mahapatra Manager Accounts Ms Neha Kaur Manager Sales Anglewise Pvt. Ltd. 72/C Mukherjee Park Extension, Delhi - 110081 Subject: Acknowledgement Letter for Receiving Pending Amount Dear Ms Neha, This letter acknowledges the receipt of all our pending amounts, Cheque No. XXXXXX and Amount Rs.40,000. The invoice and receipt are attached with this mail for your reference. We respect your kind gesture of clearing all our pending payments. Your payment has immensely helped manage our audit reports and clear all constraints.

August 7, 2014

EA-14-059

Mr. Philip Gamble, Laboratory Director  
Owenscorning Hospital  
c/o Midwest Radiologic Imaging  
4087 Gateway Boulevard  
Newburgh, IN 47630

SUBJECT: RECEIPT OF PAYMENT OF PROPOSED CIVIL PENALTY

Dear Mr. Gamble,

This letter acknowledges receipt of your payment of the \$3,500 civil penalty proposed by the Nuclear Regulatory Commission on July 9, 2014. Your corrective actions will be examined during future inspections.

Sincerely,

*/RA/*

John Wray, Acting Chief  
Enforcement Branch  
Office of Enforcement

We look forward to getting together on more projects and ideas with your esteemed organisation. Warm Regards, Mrs Sneha Chowdhury Manager Finance Galaxy Enterprises (Date)