To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Company Name]

Date:

**Subject: Confirmation Letter for Payment**

Dear Sir/Madam,

I am writing this letter in response to your request for confirmation of the payment. Yesterday, as on [mention the date], I transferred an amount of [mention amount] in your company’s account number [mention the account number] via check number [mention check number].

I hope so that the amount will be transferred in your account within 2 to 3 working days. For further queries feel free to contact me.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]