To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Acknowledgement of Receipt of Final Payment**

Dear Sir/Madam,

I am writing this letter to acknowledge the receipt of [mention Amount] as the full and final payment for the purchase of [mention Product Name]. I would also like to thank you for your timely payment.

As per our agreement, the product will be delivered to your premises within the [mention Number of Days] of the receipt of payment. Please also acknowledge us when you will receive the product.

Feel free to contact me for any details or queries. Thanks a lot once again!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]