

[Your Name/Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name/Department]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Explanation of Third-Party Payment for [Account/Invoice Number]**

Dear [Recipient Name],

I am writing to provide formal clarification regarding the payment made for [Invoice Number / Account ID] in the amount of [Amount].

Please be advised that this payment was issued by a third party, [Third Party Name/Company Name], on my behalf. The relationship between myself and the third party is as follows: [Briefly state relationship, e.g., Parent Company, Family Member, Business Partner].

This arrangement was made because [Provide brief reason, e.g., temporary cash flow management, corporate structure requirements, or gift].

I confirm that this payment should be applied directly to my account to settle the outstanding balance. I remain the primary party responsible for this account and all future obligations.

If you require any further documentation or identification regarding this third-party transaction, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]