

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Thank You for Your Prompt Attention to Invoice #[Invoice Number]

Dear [Recipient Name],

We are writing to formally acknowledge receipt of your payment in the amount of \$[Amount Paid], received on [Date].

Thank you for your prompt attention to this outstanding balance. We appreciate your cooperation in bringing your account up to date, as it helps us maintain a positive business relationship and continue providing you with quality service.

Your account is now considered current. If you have any questions regarding your statement or future billing, please do not hesitate to contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]
[Your Title]