

Sample Of Confirmation Letter Receiving Money

Subject: Confirmation of Receiving Money

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally confirm that I have received the sum of [Amount of Money] from you on [Date of Receipt]. I appreciate your promptness and efficiency in completing the transaction.

To provide clarity, the details of the transaction are as follows:

Sender's Name: [Your Name]

Sender's Address: [Your Address]

Recipient's Name: [Recipient's Name]

Recipient's Address: [Recipient's Address]

Transaction Date: [Date of Receipt]

Amount: [Amount of Money]

I want to express my gratitude for the timely transfer of funds. Your cooperation and reliability are commendable. The received amount will be utilized for [Specify the purpose of the funds, if applicable].

Please consider this letter as an official acknowledgment of the transaction. Should you require any additional documentation or confirmation, please do not hesitate to contact me at the provided contact details.

Once again, thank you for your trust and prompt action. I look forward to continued business interactions in the future.

Yours sincerely,

[Your Name]