Your Name

Your Address

Street, City, State

Zip-Code

Date

To,

[Mention the name]

[Mention the address]

City, State, Zip-code

Subject- Letter to inform about the payment made

Dear Sir/ Madam,

This letter is to inform you that the complete payment has been successfully executed. As we have discussed over the meeting, the total of some of [mention the amount] was to be paid through two shifts. The amount of [mention the amount] was paid prior to the delivery of the parcel [add the details of the parcel].

The parcel was delivered to my respective address on the date of [mention the date], and therefore, I have forwarded the left payment. I hope you have received the amount of [mention the amount], that was promised to you.

In case of any problem, please inform my office. You can also visit the office on weekdays. The office timings are [mention the time]. Thank you for your service.

Yours Sincerely,

[Name of the sender]

[Designation details of the sender]