Thank You Letter for Payment

This package contains:

1. Instructions & Checklist for a Thank You Letter for Payment

2. Thank You Letter for Payment

Instructions & Checklist for
Thank You Letter for Payment

☐ This package contains (1) Instructions & Checklist for Thank You Letter for Payment; and (2) Thank You Letter for Payment;

☐ This form is designed to assist you in drafting a letter for when you wish to thank a customer for a payment.

☐ Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.

☐ Be sure to sign the letter and to make a copy before sending it out.

☐ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

☐ These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

☐ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account or Invoice Number]

Dear [Name of Recipient]:

I am writing to confirm your recent payment of [Payment Amount] which was processed on [Date].

Thank you for your prompt payment. Working with customers like you is always a pleasure. Your current outstanding balance is now [Insert Current Amount Due or Zero]. If you have any questions or concerns regarding your account, please do not hesitate to contact us.

In the meantime, thank you again for your recent payment. We look forward to serving you again in the future.

Sincerely,

[Your Name]