[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: THANK YOU FOR YOUR PAYMENT AFTER REMINDER**

Dear [CLIENT NAME],

Your letter of [DATE] in which you confirmed your payment of [AMOUNT] has been received. Thank you for your quick settlement following our reminder of the same date.

We also very much appreciate the kind words of appraisal contained in your letter.

We look forward to many years of a mutually beneficial partnership.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]