Date

Name

Address

Dear Mr. Smith,

I am writing this letter to inform you that the payment for invoice number [INVOICE#] dated 20th July 2018 of amount $250 for ABC corporation has been paid. I am attaching a cheque with this letter as a payment to the invoice of bean bags purchased.

If you have any questions, feel free to contact me at [Contact#]. You may deposit the cheque and let me know if any issue arises although everything is clear from my side.

Regards,

Emily Watson.