Date of writing the letter: [X]  
Name of the seller: [X]

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. ABC,

This letter is being written to let you know that I have made the payment of 1000$ on 10th Oct 20XX against the invoice (mention the invoice number) with a due date of 15th Oct 20XX. The payment of shoes purchased from you has been cleared with the help of a check. Please find the copy of that check enclosed with this letter.

In case you have any questions regarding the information provided above, don’t hesitate to contact me on [X]. Please deposit the check and let me know if any problem occurs. It was an enjoyable experience shopping for shoes from you.

Regards,

Name of the buyer

Signatures