Acknowledgement Receipt of Payment

[**Company/Organization Name]**

**[Company/Organization Address]**

**[City, State, Zip Code]**

**Date: [Insert Date]**

**Received from: [Name of the payer]  
Amount: $[Amount received]  
Payment Method: [Cash, Check, Credit Card, etc.]  
Check/Transaction Number: [If applicable]**

**Purpose of Payment:**

* **[Description of what the payment is for, e.g., invoice number, services rendered, etc.]**

**Received by: [Name of the person who received the payment]  
Position: [Their position in the company]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [Insert Date]**