



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Payment

Dear _____ (Name of the Recipient)

We are extremely grateful for receiving the school fees of your ward. We acknowledge your payment of XXXX made through bank transfer on date XXXX against school fees of your ward for the High School. The fees are against the academic year beginning from XXXX to XXXX.

We appreciate your speedy payment settlement. The efforts made by you make it easy for us to run school in a smooth manner and provide all the facilities to the students.

Thank you once again for the timely payment.

Sincerely,

(Signature)

Sender's Full Name