**<Your name>**  
<Your address>  
Email: <Your email>  
Phone: <Your phone no.>

<Date>

**<Tenant name>**  
<Tenant mailing address>  
Email: <Tenant email>

**Re: Rent Payment Reference Number <Receipt reference number>**

Dear <Tenant name>,

This is to acknowledge that I, <Your name>, have received rent in the amount of Rs. <Amount paid in numbers> (<Amound paid in words>) on <Date rent payment received> from you as a rent payment for the property located at the following address:

<Tenant mailing address>  
  
This amount was paid in <Rent payment type (cash, cheque, bank transfer)>.

This amount constitutes the full payment for the rental period from <Start date of this rental payment period> to <End date of this rental payment period>.

Yours sincerely,

<Your name>