

# Simple Payment Receipt Template Excel Format

Download our **simple payment receipt template** in Excel format to easily record and manage your transactions. This user-friendly template ensures accurate documentation of payments with clear fields for essential details. Perfect for small businesses and personal use, it streamlines your financial record-keeping.

Payment Receipt	
Date:	[Enter Date]
Receipt No.:	[Enter Receipt Number]
Received From:	[Enter Payer Name]
Amount:	[Enter Amount]
Payment Method:	[Cash / Card / Bank Transfer / Etc.]
For (Description):	[Enter Payment Description]
Received By:	[Enter Receiver Name]
Signature:	[Signature]

You can [download the Excel template here](#) and customize it according to your needs.