

Scheduled Payment Acknowledgment

Date: [Insert Date]

To,

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

We are writing to acknowledge the scheduled payment to you as a beneficiary. The details of the payment are as follows:

- **Payment Amount:** \$[Insert Amount]
- **Payment Date:** [Insert Date]
- **Reference Number:** [Insert Reference Number]

Please ensure that the payment details are correct. If you have any questions or require further assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]