

# Letter of Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to acknowledge the overdue payment regarding your account [Account Number]. We sincerely appreciate your prompt attention to this matter.

As of today, we would like to confirm that the amount of [Insert Amount] was due on [Due Date]. We understand that oversights can happen and thus, we wish to assure you that we are here to assist you in rectifying this situation.

Please proceed with the repayment at your earliest convenience. If you need further assistance or wish to discuss your account, feel free to contact us at [Contact Information].

Thank you for your attention to this matter and for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]