

# Letter of Acknowledgment of Payment

Date: [Insert Date]

To,

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

Subject: Acknowledgment of Payment for Telecom Services

We are pleased to acknowledge receipt of your payment in the amount of [Insert Amount] received on [Insert Payment Date] for your telecom services. Your prompt payment is greatly appreciated.

This payment covers the services rendered for the billing period from [Start Date] to [End Date]. Your current balance is now \$[Insert Remaining Balance].

Should you have any questions regarding your account or our services, please do not hesitate to contact us at [Insert Contact Information].

Thank you for choosing [Company Name] as your telecom service provider.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Contact Information]