

Payment Acknowledgment Request

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. This letter is to kindly request acknowledgment of the payment made for [describe the service/product] on [insert payment date]. The reference number for this transaction is [insert reference number].

We would appreciate it if you could confirm the receipt of this payment at your earliest convenience. Please feel free to reach out if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]