

Request for Acknowledgment of Payment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an acknowledgment of the payment made on [Insert Payment Date] for invoice number [Insert Invoice Number]. The payment amount was [Insert Amount].

We would greatly appreciate your confirmation of receipt of this payment at your earliest convenience. This will help us keep our records updated accurately.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]