Payment Inquiry Acknowledgment

Date: [Insert Date]

From: [Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent inquiry regarding the payment related to invoice number [Invoice Number]. We acknowledge receipt of your request and are currently reviewing the details.

Please allow us [number of days] business days to investigate this matter. We appreciate your patience and understanding in this process.

If you have any further questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]