

Payment Date Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the payment date for your recent transaction with us. The payment is scheduled for **[Insert Payment Date]**.

If you have any questions or require further assistance regarding this payment, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]