

Payment Promise Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of your promise to make a payment of [insert amount] on or before [insert date]. We appreciate your commitment to fulfilling this obligation.

Please take note of the following details:

- Payment Amount: [Insert Amount]
- Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]

Should you have any questions or need further assistance, please do not hesitate to contact us at [insert phone number] or [insert email address].

Thank you for your attention to this matter, and we look forward to receiving your payment as promised.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]