

Payment Assurance Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your payment assurance letter dated [Insert Date of Letter]. We appreciate your commitment to ensuring timely payment for the services rendered.

This letter serves to confirm that we have noted the assurance of payment for the outstanding balance of [Insert Amount], which is due on [Insert Due Date].

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]