

Request for Payment Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company 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 payment for [specify the invoice or service provided, including invoice number if applicable]. The payment was made on [insert payment date], and I would greatly appreciate your confirmation of receipt.

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

Sincerely,

[Your Name]