

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as acknowledgment of your recent communication concerning your account with us, which is currently showing a delinquent balance of [insert amount]. We appreciate your attention to this matter and wish to assist you in resolving any outstanding issues.

Please let us know if there are any circumstances that we should be aware of, and how we may assist you in bringing your account current. We value your relationship and are committed to finding a solution that works for both parties.

We look forward to your prompt response to this acknowledgment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]