

# Payment Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Acknowledgment of Late Payment

Dear [Recipient's Name],

We acknowledge the receipt of your payment for invoice number [Invoice Number]. However, we note that the payment was received after the due date of [Due Date].

We appreciate your efforts in making the payment, and we understand that delays can happen. Please ensure that future payments are made by the due date to avoid any additional fees.

If you have any questions or concerns, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]