

Payment Acknowledgment

Dear [Recipient's Name],

We would like to acknowledge the receipt of your payment of [Amount] received on [Date].
Thank you for your prompt payment.

As of today, your remaining balance is [Balance Amount]. We kindly remind you to settle this balance by [Due Date].

If you have any questions regarding your account, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]