

Acknowledgment Receipt

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an acknowledgment of receipt for your billing statement dated [Billing Statement Date]. We confirm that we have received the following statement:

- Account Number: [Account Number]
- Billing Amount: [Billing Amount]
- Due Date: [Due Date]

We appreciate your prompt attention to this matter. Should you have any questions regarding this billing statement, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]