

Payment Reminder Acceptance

Dear [Recipient Name],

Thank you for your reminder regarding the pending payment dated [Date of Reminder]. I would like to confirm that I have received your communication and appreciate your patience in this matter.

Unfortunately, due to [brief reason if applicable], the payment has been delayed. However, I assure you that the payment of [Amount] will be processed by [Promise Date].

If you have any further questions or concerns, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]