

ACKNOWLEDGMENT OF PAYMENT NOTICE

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to acknowledge the receipt of your outstanding payment notice dated [Insert Date of Notice]. We appreciate your diligence in managing your accounts and bringing this matter to our attention.

As of today, we confirm that the outstanding amount of [Insert Amount] is due for payment. We value your partnership and kindly request that you process this payment by [Insert Due Date].

If you have any questions or need further clarification regarding this notice, please feel free to reach out to us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Contact Information]