

# Payment Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Acknowledgment of Pending Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as an acknowledgment of the pending payment reminder we recently sent regarding invoice #[Invoice Number] dated [Invoice Date]. We have noted that the payment of [Amount Due] is still outstanding, and we would like to remind you that it was due on [Due Date].

We understand that oversights can happen, and we appreciate your attention to this matter. Please let us know if you require any further details or assistance related to this payment.

Thank you for your prompt attention to this issue. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]