

Payment Reminder Confirmation

Dear [Recipient's Name],

Thank you for your recent correspondence regarding the payment due. We appreciate your attention to this matter.

This is to confirm that we have received your payment reminder dated [Date of Reminder]. Our records indicate that the amount of [Amount Due] is scheduled for payment on [Due Date].

If you have any further questions or need assistance, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]