

# Payment Acknowledgment Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. This is a reminder regarding the delayed payment for invoice number [Insert Invoice Number], which was due on [Insert Due Date]. As of today's date, we have not yet received the payment.

We understand that oversights happen, and we wish to bring this matter to your attention. If you have already made the payment, please disregard this notice; otherwise, we kindly request that you process the payment at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions or need assistance, please feel free to reach out.

Best Regards,  
[Your Name]  
[Your Position]  
[Your Company Name]