

# Acknowledgment of Returned Payment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the return of payment related to Invoice #[Invoice Number], dated [Invoice Date]. We have received the returned payment of [Amount] on [Date of Payment Return].

Please refer to the details below:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Returned Payment Amount: [Amount]
- Date of Return: [Date of Payment Return]

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]