

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

Dear [Recipient Name],

Subject: Acknowledgment of Payment Request

I hope this message finds you well.

We would like to acknowledge the receipt of your payment request dated [date of the request] for the amount of [amount]. We appreciate your prompt submission and attention to this matter.

We are currently processing your request and will ensure that the payment is made by [expected payment date]. Should you require any further information or have queries regarding this process, please do not hesitate to contact us.

Thank you for your continued cooperation.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]