

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Acknowledgment Request

I hope this message finds you well. I am writing to request an acknowledgment of payment regarding [specific details of the payment, e.g., invoice number, date, amount].

According to our records, the payment of [amount] was made on [date] for [description of goods/services]. For our bookkeeping purposes, we would appreciate it if you could confirm receipt of this payment at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]