Name of the sender:

Sender's position in the company:

Date:

Name of the recipient:

Address and contact details of the recipient

**Subject: acknowledgement for payment of an overdue invoice**

Dear Sir/Madam,

We have received the payment of **1000$** in account No. **3253254241** that was overdue from the last 5 months through the overdue invoice that our company sent you. We are so thankful to you for the overdue payment. We would like to remind you that customers are required to make the payment by the end of the first week of every month. This will help the customer prevent himself from penalties also.

After having received the payment, we have removed all the restrictions from your account that we imposed because of non-payment from your side. We hope that you will continue clearing all the due payments before their deadline arrives.

We appreciate you and your efforts, and we hope that you will not delay payments in future.

To reach us in case you have any query, you can call us at our customer care number or write us back via email or letter. We would love to serve you with better services.

We are looking forward to hearing from you again.

Thank you,

Sender's name:  
Sender's signatures