**Acknowledgment of Payment – Sample Acknowledgement Letter**

[Company]

[Address line 1]

[Address line 2] [State, ZIP Code] Date: MM/DD/YYYY

[Recipients Name] [Address line 1]

[Address line 2] [State, ZIP Code]

Subject: Acknowledgement of payment

Dear [Recipients Name],

With this letter we hereby acknowledge receipt of your payment of $0,000. Paid amount will be credited to your account today. Your credit card is fully functional again. All of your spending privileges have been resumed.

Call us with any questions you may have on our toll free line. We are available to all our customers 24 hours a day, 7 days a week.

Sincerely,

[Senders Name] [Senders Title]