

Acknowledgement before full verification

Subject: Preliminary Confirmation of Payment Received

Dear [Recipient's Name],

We are writing to confirm that your payment of [Amount], made on [Date], has been received in our account. Please note that this acknowledgement is provisional and subject to final verification from our finance team.

Once the payment is fully verified, we will issue an official receipt for your records.

Thank you for your cooperation and understanding.

Best regards,

[Your Name]

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