

Formal Payment Commitment Response Letter

Subject: Response to Your Collection Notice

Dear [Recipient Name],

We acknowledge receipt of your collection notice dated [Date]. We appreciate your patience as we address this matter.

Please be informed that a payment of [Amount] will be made on [Payment Date]. We are committed to resolving this outstanding balance promptly.

Thank you for your understanding and cooperation.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/collection-letter-response>