**RENT PAYMENT ACKNOWLEDGMENT LETTER**

[DATE]

Dear [RECIPIENT NAME],

This letter is created as an acknowledgment and notification stating that I have received the amount of [NUMBER] USD to be applied as payment for the rental of [LIST] for the month of payment [MONTH], which was duly received on [DATE 1].

Moreover, this shall also serve as a gentle reminder that your due date is set to be paid every [NUMBER 1] day of every month until the end of the rental contract executed on [DATE 2]. Moreover, the number of delays incurred in the succeeding rental payments shall give rise to my right to apply a penalty fee in the amount of [NUMBER 1] USD.

If you have further queries, you can contact me through this number [YOUR CONTACT NUMBER].

Regards,

[YOUR SIGNATURE]

[YOUR NAME]