

Payment Confirmation Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the payment made on [Date] for [Invoice/Order Number]. As of today, we have not yet received confirmation of this payment.

Could you please provide an update on this matter? If the payment has already been processed, I would appreciate it if you could send the confirmation details for our records.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]