

# Proof of Payment Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

This letter serves as a formal verification of payment made by [Payer's Name] for [Goods/Services Description]. The payment was processed on [Payment Date] and the transaction ID is [Transaction ID].

Details of the payment are as follows:

- Amount: [Amount]
- Payment Method: [Payment Method]
- Recipient: [Recipient's Name]

Please feel free to contact me at the above email or phone number should you require any further information regarding this payment verification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]