

# Travel Reservation Payment Confirmation Request

Date: [Insert Date]

To: [Travel Agency/Hotel Name]

Address: [Travel Agency/Hotel Address]

Subject: Request for Payment Confirmation - [Reservation Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of my payment for the travel reservation made for [Insert Destination/Service] on [Insert Travel Dates]. The reservation number is [Insert Reservation Number].

Details of the reservation are as follows:

- Full Name: [Your Full Name]
- Email: [Your Email]
- Phone Number: [Your Phone Number]
- Payment Method: [Credit Card/Bank Transfer/etc.]
- Payment Date: [Insert Payment Date]

Please provide me with a confirmation of the payment at your earliest convenience, as it is essential for my travel arrangements.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your Contact Information]