Payment Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request verification for a recent manual payment transaction associated with [transaction reference number or invoice number]. The details of the transaction are as follows:

- Transaction Amount: [Insert Amount]
- Date of Transaction: [Insert Date]
- Payment Method: [Insert Payment Method]
- Reference Number: [Insert Reference Number]

In order to complete our records, we kindly ask you to confirm the above details at your earliest convenience. If you require any further information or documentation regarding this payment, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]