

# Shipping Payment Confirmation Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request confirmation of the payment for the shipping services rendered for our recent order, [Order Number], placed on [Order Date].

The total amount due for shipping is [Amount]. Kindly confirm the payment status at your earliest convenience, to ensure smooth processing of the order.

Thank you for your prompt attention to this matter. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]