

Formal Request for Payment Verification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request verification of a payment made on [insert date of payment] for the amount of [insert amount]. The reference number associated with this transaction is [insert reference number].

For our records and to ensure accurate bookkeeping, we require confirmation that the payment has been processed on your end. Additionally, if there are any discrepancies or further information needed, please do not hesitate to inform me.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]