

Payment Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of the payment we made on [Insert Payment Date] for the amount of [Insert Amount]. The payment was made via [Insert Payment Method] and was intended for [Insert Purpose of Payment].

Please let me know if you have received the payment at your earliest convenience. If you require any additional information or documentation, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]