

Request for Proof of Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a proof of payment for my recent transaction with your company. The details of the transaction are as follows:

- Transaction Date: [Insert Transaction Date]
- Amount: [Insert Amount]
- Transaction Reference Number: [Insert Reference Number]

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]