

Subject: Request for Payment Receipt Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of payment receipt for the recent transaction made on [Transaction Date] for [Description of Service/Product]. The transaction ID is [Transaction ID].

As per our agreement, the payment amount was [Amount], and it was processed via [Payment Method]. I would greatly appreciate it if you could send me the official receipt for my records at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you need any further information to process my request.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]