

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a copy of the payment receipt for [specific service or product] that was processed on [date of transaction]. This receipt is important for my records and future reference.

If possible, please send the receipt to my email at [your email address] or to the mailing address below:

[Your Name]

[Your Address]

[City, State, Zip Code]

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

Sincerely,

[Your Name]

[Your Contact Information]