

# Confirmation Request for Deposit Transaction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request confirmation of the deposit transaction that was processed on [Insert Transaction Date]. Below are the details of the transaction:

- **Transaction ID:** [Insert Transaction ID]
- **Amount Deposited:** [Insert Amount]
- **Deposited Into:** [Insert Account Information]
- **Date of Deposit:** [Insert Date]

We kindly ask you to confirm that the deposit has been received and processed on your end. This confirmation is essential for our records and to ensure smooth accounting practices.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]