

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the deposit payment made on [Date of Payment] for [Description of Service/Product/Project]. The transaction reference number is [Transaction Reference Number].

Could you please provide written confirmation of the received payment? This will help us proceed with the next steps of our agreement.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]