

# Appeal for Payment Verification Copy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a copy of the payment verification associated with my account, [Your Account Number], which was processed on [Date of Transaction].

Despite my previous requests, I have not received the verification copy, and it is essential for me to have this document for my records. I would appreciate your prompt assistance in providing this information.

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

Sincerely,

[Your Name]