

# Inquiry for Payment Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly inquire about the payment confirmation for invoice number [Insert Invoice Number], which was due on [Insert Due Date]. We have not yet received a confirmation and would appreciate your assistance in providing the status of this payment.

If the payment has already been processed, could you please share the confirmation document or any relevant details? This would greatly help us in reconciling our accounts.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]