

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of the payment documentation regarding [specific payment details or invoice number] made on [payment date]. We require this documentation for our records and to ensure everything aligns with our financial statements.

Thank you for your assistance in this matter. I appreciate your prompt attention and look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]