

Request for Payment Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an acknowledgment of the payment made on [Insert Payment Date] for [Insert Purpose/Invoice Number].

For your reference, the details of the payment are as follows:

- Amount: [Insert Amount]
- Method: [Insert Payment Method]
- Date of Payment: [Insert Payment Date]

We would greatly appreciate your confirmation of this payment at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]