

Subject: Request for Proof of Payment Statement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a proof of payment statement for [specify the transaction or purpose, e.g., invoice number, date of transaction] which occurred on [date]. This documentation is essential for our records and to ensure that our accounts are up to date.

If it is possible, please provide the proof of payment statement at your earliest convenience. Should you require any further information or clarification, feel free to contact me.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]