

Payment Confirmation Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request confirmation of payment for invoice #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount].

If the payment has already been processed, could you please provide the transaction details for our records? If it has not been processed, we would appreciate an update on the status.

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]