Retail Purchase Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to verify your recent purchase made on [Purchase Date] at [Store Name]. Below are the details of your transaction:

Transaction ID: [Transaction ID]

Item(s) Purchased: [List of Items]

Total Amount: [Total Amount]

Payment Method: [Payment Method]

Please keep this verification letter for your records. If you have any questions or require further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your purchase! We appreciate your business.

Best regards,

[Your Name]

[Your Position]

[Store Name]

[Store Contact Information]