

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a confirmation for the payment that was made on [Date of Payment] for [Description of Service/Product]. The payment reference number is [Payment Reference Number].

To ensure our records are accurate, I would appreciate it if you could confirm the receipt of this payment at your earliest convenience.

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

Sincerely,

[Your Name]