

Payment Completion Request

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the completion of the payment for invoice number [Invoice Number], dated [Invoice Date]. According to my records, the payment was due on [Due Date].

If payment has already been processed, please disregard this message. Otherwise, I would appreciate your prompt attention to this matter.

Thank you for your cooperation. I look forward to your response.

Sincerely,
[Your Name]