

Credit Card Payment Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request confirmation of a recent credit card payment made on [Insert Payment Date]. The transaction details are as follows:

Cardholder Name: [Your Name]

Credit Card Number (Last Four Digits): **** * [Last Four Digits]

Transaction Amount: \$[Amount]

Transaction Reference Number: [Reference Number]

For my records, I would appreciate it if you could send me a written confirmation of this payment at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]