

Payment Confirmation Request

Dear [Client's Name],

I hope this message finds you well. I am writing to kindly request confirmation of the payment for the services rendered as per our agreement on [Date of Service]. The total amount due is [Amount].

Details of the service provided:

- Service Description: [Description]
- Invoice Number: [Invoice Number]
- Due Date: [Due Date]

Could you please confirm the status of the payment at your earliest convenience? Your assistance in this matter is greatly appreciated.

Thank you for your prompt attention.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]