

Payment Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 payment for invoice #[Invoice Number], which was issued on [Invoice Date] for the amount of [Invoice Amount].

As per our agreement, the payment was due on [Due Date], and I have not yet received confirmation that the transaction has been processed. I would appreciate it if you could send me a confirmation or any relevant details regarding the status of this payment at your earliest convenience.

Thank you for your prompt attention to this matter. If you have already sent the payment, please disregard this message.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]