Total Payment Verification

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request verification of the total payments made to [Insert Purpose or Project Name] as of [Insert Date]. It is essential to confirm that all payments have been accounted for and to ensure transparency in our financial records.

According to my records, the total amount paid to date is [Insert Amount]. Please verify the details of these payments, including the dates and corresponding invoices.

Below are the details for your reference:

- Invoice Number 1: [Insert Amount] - [Insert Date]
- Invoice Number 2: [Insert Amount] - [Insert Date]
- Invoice Number 3: [Insert Amount] - [Insert Date]

If there are any discrepancies or if further information is required, please feel free to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]