

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request confirmation of my recent loan payment made on [Payment Date] for the loan account number [Loan Account Number].

Please provide me with a receipt or any documentation that confirms the payment has been processed, as this is important for my records.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]