

# Payment Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to request verification of the payment made for my reservation at [Hotel/Service Name] on [Reservation Date]. Below are the details of the transaction:

- Reservation Name: [Your Name]
- Reservation Number: [Reservation Number]
- Payment Method: [Credit Card/PayPal/etc.]
- Payment Amount: [Amount]
- Transaction Date: [Transaction Date]
- Transaction Reference Number: [Reference Number]

I would appreciate it if you could confirm the receipt of this payment at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]