

Request for Reserved Payment Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the reserved payment for [specific service or product] that is due on [date].

As per our agreement, the total amount reserved is [amount], and I would appreciate your verification of this transaction at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]