

# Subject: Request for Clarification on Payment Methods

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the payment methods available for our upcoming transaction.

Specifically, I would like to know:

- The accepted payment methods.
- Any associated fees with each payment option.
- The expected processing times for each method.

Understanding this information will help us proceed without delay. I appreciate your assistance on this matter.

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

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]