Final Payment Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal request for the verification of the final payment regarding the delivery of goods listed below:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Delivery Date: [Insert Delivery Date]
- Invoice Number: [Insert Invoice Number]

As per our records, the total amount due is [Insert Total Amount]. We kindly ask you to confirm the receipt of this payment at your earliest convenience.

If you have any questions or require further details, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]