

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request proof of payment for Invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

As we are in the process of reconciling our accounts, having this proof would be greatly appreciated. If you could provide a copy of the payment confirmation or any related documentation, it would help us immensely in our records.

Thank you for your attention to this matter. Please feel free to reach out to me at [Your Phone Number] or [Your Email] if you have any questions.

Looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]