

Request for Payment Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of payment for invoice #[Invoice Number], which was issued on [Invoice Date]. As of today, I have not yet received confirmation regarding the payment status.

To facilitate our records, please provide the confirmation details at your earliest convenience. If the payment has already been processed, I would appreciate if you could send a copy of the payment receipt.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]