

# Request for Payment Receipts

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 request payment receipts for the transactions made on [insert specific dates or the nature of transactions]. These receipts are necessary for my records and accounting purposes.

If possible, I would appreciate it if you could send me copies of these receipts at your earliest convenience. Please let me know if any further information is required to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]