

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request proof of payment for the transaction that occurred on [Date of Transaction], with the reference number [Transaction Reference Number].

For my records and to ensure that everything is accurate on both ends, I would appreciate it if you could send me a copy of the payment receipt or any documentation that verifies the transaction.

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

Sincerely,

[Your Name]