Request for Proof of Transaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization 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 transaction for [describe the transaction, e.g. "the payment made on DATE for ORDER NUMBER"]. This documentation is important for my records and for verifying the details of this transaction.

Please find the relevant details below:

- Transaction Date: [Insert Date]
- Transaction Amount: [Insert Amount]
- Transaction Reference Number: [Insert Reference Number]

I would appreciate your prompt assistance in providing the proof of transaction. If you require any additional information or documentation from my side, feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Best regards,

[Your Name]