

Credit Card Payment Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request confirmation of my recent credit card payment made on [Insert Payment Date] for the amount of [Insert Amount]. The payment was made towards account number [Insert Account Number].

For your reference, the transaction was completed using my credit card, with the last four digits being [Insert Last Four Digits of Card]. I would appreciate it if you could provide a confirmation of this payment at your earliest convenience.

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

Sincerely,

[Your Name]