

# Payment Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of payment for Invoice #[Invoice Number], which was issued on [Invoice Date] and is due on [Due Date]. The total amount due is [Amount].

We appreciate your prompt attention to this matter and would be grateful if you could confirm the payment status at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]