

Lease Payment Confirmation Request

Date: [Insert Date]

To,

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request confirmation of the lease payment made for the property located at [Property Address]. The payment was made on [Payment Date] in the amount of [Payment Amount].

For my records, I would appreciate it if you could provide a written confirmation of this payment at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]