

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Verification

I hope this message finds you well. I am writing to request verification of a payment made on [date of payment] for [amount] regarding [invoice number or service/product description].

For your reference, the payment was made via [payment method] and the transaction ID is [transaction ID]. Please confirm if the payment has been received and credited to my account.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]