

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to confirm and provide details regarding my recent Xoom transaction.

Transaction ID: [Transaction ID]

Amount Sent: [Amount]

Date of Transaction: [Transaction Date]

Recipient Name: [Recipient's Name]

Recipient Location: [Country/City]

If you have any questions or require further information, please don't hesitate to reach out.

Thank you, and I look forward to hearing from you soon.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]