

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

[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 kindly request the necessary details to facilitate a Zelle payment.

For reference, the amount due is [insert amount], and the payment is for [describe purpose]. To proceed with the transfer, I would appreciate it if you could provide the following information:

1. Your Zelle registered email address or phone number
2. Any additional information needed to ensure a successful transaction

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

Best regards,

[Your Name]