

[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 message finds you well. I am writing to inquire about a recent Zelle payment that I have not yet received.

On [date of the transaction], I initiated a payment of [amount] to [recipient's name or description of the transaction]. However, as of today, I have not confirmed its receipt. Could you please verify if the payment was processed on your end?

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Warm regards,

[Your Name]
[Your Contact Information]