

[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 seek clarification regarding a recent Zelle payment transaction.

On [date of transaction], I initiated a payment of [amount] to your account. The transaction reference number is [transaction reference number]. However, I wanted to confirm that you received the payment successfully, as I have not seen a confirmation on my end.

If there are any issues or if you need any additional information from my side, please let me know.

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

Best regards,

[Your Name]