

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Position, if applicable]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Subject: Request for Payment Confirmation for Invoice #[Invoice Number]

Dear [Client Name],

I hope this message finds you well.

We are writing to kindly request confirmation of payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Payment Amount]. According to our records, the payment was due on [Due Date]. As part of our regular accounting procedures and to ensure both parties maintain accurate financial records, we would appreciate if you could confirm that the payment has been successfully processed on your end.

If the payment has already been made, please provide a brief acknowledgment, including the date and, if possible, the transaction reference number. If you require any further information regarding the invoice, please do not hesitate to contact us.

Thank you in advance for your prompt attention to this matter. We value your partnership and look forward to continuing our successful business relationship.

Sincerely,

[Your Name]

[Your Position]

[Company Name]