

Request Letter for Official Receipt of Payment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or "Accounts Department"]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Accounts Department"],

Subject: Request for Official Receipt of Payment

I am writing to request an official receipt for a payment I recently made to your company.

Details of the transaction are as follows:

- **Payment Amount:** \$[Amount]
- **Payment Date:** [Date of Payment]
- **Payment Method:** [Method, e.g., bank transfer, check]
- **Purpose of Payment:** [Describe the service or product paid for, e.g., annual subscription, purchase of equipment]
- **Transaction Reference:** [Provide transaction number or reference if available]

This payment was made in accordance with the terms outlined in our agreement and I would appreciate receiving an official receipt for my records. The receipt should confirm that the payment has been received in full and should include any relevant details that pertain to the transaction.

Please send the receipt to my address listed above, or alternatively, you may email it to me at [Your Email Address]. If you need any further information to process this request, feel free to contact me at [Your Phone Number].

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

Sincerely,

[Your Name]