

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Title/Department]  
[Company/Institution Name]  
[Company Address]

**Subject: Proof of Cleared Payment and Request for Application Processing**

Dear [Recipient Name],

I am writing to formally submit proof of payment for [Name of Service/Product/Application]. The total amount of [Currency and Amount] was paid on [Date of Transaction] via [Payment Method, e.g., Bank Transfer, Credit Card].

Attached to this letter, please find the following documentation confirming the cleared transaction:

- [Type of document, e.g., Bank Receipt/Transaction Confirmation]
- [Reference Number/Transaction ID]

With this payment now cleared, I kindly request that you proceed with the formal processing of my application for [Purpose of Application]. Please let me know if there are any further steps required or additional documents needed to complete this request.

I look forward to receiving confirmation that my application is being processed. Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]